



Arbor Heights PTSA

Saturday, April 20, 2024
Online & Live Auction

2024 Procurement Form

THANK YOU FOR YOUR SUPPORT!

Please be as complete as possible in completing this form, as it will be used to develop the description of your donation in the event program, to acknowledge your contribution and serve as tax-deductible information.

DONATED ITEM: _____

ESTIMATED RETAIL VALUE: _____

DONOR INFORMATION:

Name: _____ **Company Name:** _____

Address: _____ **City, State, Zip:** _____

Phone: _____ **Email:** _____

DONOR RECOGNITION: (for auction catalogue) _____

ITEM DESCRIPTION: Please include information such as color, size, model, features, etc.

GIFT CARDS: Donor to Provide Auction to Provide

RESTRICTIONS & EXPIRATION: Please note any restrictions and/or expiration dates to your in-kind donation. (e.g., Valid through December 2024; Valid only on weekends).

Restrictions: _____

Expiration Date: _____

ITEM DELIVERY: Please coordinate delivery of the donated item and supporting collateral.

Attached/Enclosed: _____

To be delivered to AH by (date) : _____

AH representative to pick up by : _____
Can be secured by contacting : _____

DONOR SIGNATURE

DATE

NO ITEMS ON CONSIGNMENT; ALL ITEMS MUST BE NEW. Donations may be tax-deductible. Please check with your accountant. Arbor Heights PTSA 6-15-35 UBI# 601209296 Federal Tax ID# 91-1447769 Non-profit 501(c)(3), fundraising for school and students at Arbor Heights Elementary.