



AUCTION PROCUREMENT FORM

Sacred Heart School

9450 NE 14th Street
Bellevue, WA 98004

425.451.1773

www.sacredheart.org/auction

AUCTION COMMITTEE USE ONLY

Item #: _____
Package #: _____
Date Received: _____
Initials: _____

TITLE OF ITEM

FAIR MARKET/ESTIMATED VALUE

\$

CHECK ALL THAT APPLY:

- ITEM** (Please attach this form to item)
- GIFT CERTIFICATE** (Attached)
- CREATE GIFT CERTIFICATE** (Use information provided on this form)
- ITEM TO BE DELIVERED** Date: _____ Phone: _____
- ITEM TO BE PICKED UP** Contact Name: _____ Phone: _____
- CASH CONTRIBUTION** Please indicate contribution amount \$ _____

*Please make checks payable to **Sacred Heart School***

DETAILED DESCRIPTION (Quantity, size, color or other information to ensure proper understanding of donated item):

Please note: We are unable to accept art, clothing and shoes, software, used items or most professional services i.e. photography, chiropractic care or financial services. Items with a value lower than \$25 will not be accepted.

RESTRICTIONS/EXPIRATION DATE (Limitations, special conditions):

SOLICITING FAMILY (For procurement credit):

Name: _____ E-Mail: _____ Phone: _____

DONOR INFORMATION (as it should appear in the catalog)

Name: _____ Phone: _____ Ext: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Email: _____
Contact Name for Arrangements: _____ Contact Phone: _____

PLEASE KEEP A COPY FOR YOUR RECORDS | Questions? Please e-mail: auction@sacredheart.org

Sacred Heart School is a registered 501(C)(3) Non-Profit Corporation.

Tax ID# 91-0595583

White Copy – Office Yellow Copy – Inventory

Thank you for your generosity!