



2020 Auction Procurement Form

8300 NE 12th Street, Medina, WA 98039 ▪ Phone: 425-454-5880 ▪ Email: auction@stthomasschool.org

DONOR INFORMATION Donor Name (or company) as you wish it to appear in the catalog

Name: _____
Street: _____
City: _____ State: _____ Zip Code: _____
Website: _____
Contact Name: _____ Email: _____
Donor Signature: _____ Contact Phone #: _____ Date: _____

ITEM INFORMATION

Item Name: _____ Donor Estimated Fair Market Value: _____

Item Description – Please give as much detail as possible, attach separate piece of paper, if needed:

Restrictions and Limitations – Please include quantity, size, color, number of persons, weeks, days/nights, etc:

SOLICITOR INFORMATION (if different from donor)

Solicitor Name: _____

Email: _____ Phone #: _____

Please send completed forms to auction@stthomasschool.org. Thank you!

To satisfy IRS regulations, it is duly noted that St. Thomas School has provided no goods or services to you in return for your gift. St. Thomas School is recognized by the IRS as a 501 (c)(3) organization, federal tax ID #91-0840110. Your gift is tax-deductible in the manner and to the extent provided by the law.
Keep this receipt for your tax records.

Procurement Form Deadline: January 17, 2020

Item Delivery Deadline: February 14, 2020