AUCTION PROCUREMENT FORM

Sacred Heart School
9450 NE 14th Street
Bellevue, WA 98004
425.451.1773
school.sacredheart.org

AUCTION COMMITTEE USE ONLY

<table>
<thead>
<tr>
<th>Item #:</th>
<th>Package #:</th>
<th>Date Received:</th>
<th>Initials:</th>
</tr>
</thead>
</table>

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

Thank you for your generosity!