

Seabury
Teaching
And
Reaching

Seabury School Star Auction Procurement Form

THANK YOU FOR YOUR CONTRIBUTION TO
SEABURY SCHOOL!

CATALOG#
TRACKING #

Donor Information — To be completed by Donor

Donor(s) or Company Name(s): *(As it should appear in the catalog)*

Donor Contact Person(s): *(If different from Donor)* **Donation Date:**

Donor's Address:

Note: Please add the address, phone and e-mail for any additional donors on an attached sheet.

Donor Contact Phone: () () **Donor Fax:** () () **Donor E-Mail:**

Donated Item Information — To be completed by donor

Gift Item Name:

Item Description: *Please describe in detail for catalog purposes.*

Please include any pictures or other marketing materials that we can use to advertise your product or services at the auction.

Restrictions:

Item Value: *(Fair market value)* \$ **Minimum Bid:** *(Optional)* \$ **Expiration Date:**

Donor will deliver item(s) by date: ____/____/____ Auction Rep will pick up item(s) by date: ____/____/____

Donor will provide Gift Certificate(s) by date: ____/____/____ Auction Committee will provide Gift Certificate(s) by date: ____/____/____

Donor will provide Promotional Material by date: ____/____/____

Donor's Signature: Please send me an invitation to the Auction.
 (At the above address.)

For Auction Use Only For Auction Use Only For Auction Use Only
Auction Representative: *(Parent)*

Auction Representative Phone: () () **Auction Representative E-Mail:** **Auction Representative Fax:** () ()



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Your donation may be tax deductible. Check with your tax advisor.

THANK YOU!