



# AUCTION PROCUREMENT FORM

## Sacred Heart School

9450 NE 14th Street  
Bellevue, WA 98004

**425.451.1773**

[www.sacredheart.org/auction](http://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](mailto: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!