

EDMONDS WOODWAY HIGH SCHOOL

AUCTION PROCUREMENT FORM/TAX RECEIPT



For Office Use Only

ITEM #

"Luck O' the Warriors"

Lynnwood Convention Center, Saturday, March 17, 2012

Please complete this form in its entirety for each donated item and return to your Parent Rep by **Feb. 29, 2012**.

DONOR INFORMATION:

Donor Name: _____

Address: _____ City: _____ Zip: _____

Phone _____ E-mail: _____

Donor Signature: _____

DONATED ITEM:

Physical Item

Gift Certificate Item

Both

Item Name (catchy title for Auction Catalog): _____

Item Description (please make this exciting, as if it were an advertisement for your donation):

Gift Certificate Restrictions/Limitations: _____

Dates Gift Certificate is Valid: From _____ to _____

Certificate attached

Use an Auction Staff generated certificate

Approximate Retail Value: \$ _____

GENERAL:

Person Responsible for Securing Donation (if different from Donor): _____

Sport(s)/Club/Dept. to Receive Benefit of Sale (incl. "Boys" or "Girls") _____

(Indicate % to each sport/club if multiple sport or club are to benefit)

IMPORTANT: Parent Reps will be responsible for coordinating delivery of all donated items to the auction site. For special circumstances, contact the Procurement Chair (see below).

Return this form to your Parent Rep and keep a copy as your tax receipt. The EW ABC/PSO are charitable, non-profit 501(c)(3) Organizations with **Tax ID No. 26-3781701**. To comply with IRS regulations regarding charitable donations, we affirm that no goods or services have been provided to you in consideration of your donation.

Questions?

Contact the Procurement Chair: Chris Thuesen at (425) 772-0791 or christhuesen@frontier.com

Visit www.EdmondsWoodwayABC.com for more information and online forms!