



# Westside School

## Annual Auction

Catalog Deadline: February 10

Office Use Only
Live #: _____
Silent #: _____
Pkg w/ _____

Proc. #: _____
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### DONATION INFORMATION

Item Name: \_\_\_\_\_

Item Description (Please describe in detail): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Value: \$ \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Donation is a Tangible Item**

Item is enclosed

Item will be delivered by donor

Item needs to be picked up

Date Available for pick-up \_\_\_\_\_

Location of item for pick-up \_\_\_\_\_

\_\_\_\_\_

**Donation is a Ticket/Gift Certificate**

Item is enclosed

Menu, brochure or picture for display enclosed

Donor will provide a certificate

Please make a certificate

**Donation is Cash**

### DONOR INFORMATION

Your donation is tax deductible according to IRS regulations. This form certifies the Donor has received nothing of value in exchange for this donation. **Non-Profit Tax ID#91-1151493.**

Donor Name for Catalog: \_\_\_\_\_

Donor Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Donor Address: \_\_\_\_\_

Please include my company's website in the catalog: \_\_\_\_\_

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

Westside School Procurer \_\_\_\_\_ Phone \_\_\_\_\_

Please mail form to: Westside School 10015 28th Ave SW Seattle WA 98146, attn. Auction Chair  
or fax to 206.935.2813 or return to your Westside Procurer. Questions? Call 206.932.2511

**WHITE: OFFICE YELLOW: PROCUREMENT PINK: DONOR**