



# St. Paul Auction Procurement Form

10001 57<sup>th</sup> Avenue South  
Seattle, WA 98178  
206.725.0780  
[www.seattlestpaul.org](http://www.seattlestpaul.org)

AUCTION COMMITTEE USE ONLY  
Procurement #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Category: \_\_\_\_\_

Title: (Short Description of Item or Service)

Actual Value or  
Fair Market/Estimated Value

\$

*Please check all that apply:*

**ITEMS/SERVICES**

- Item/Gift Certificate/Gift Card is attached (Attach the white and yellow copies — **KEEP THE PINK COPY**)
- Item will be delivered by or on \_\_\_\_\_ (Date), deadline is January 18, 2018
- Item is being mailed to the school and will be delivered by January 18, 2018

**CASH DONATIONS**

- A cash/check contribution is attached (Please indicate contribution amount in the box above)  
*Please make checks payable to St. Paul School.*
- I am applying for matching funds from my employer \_\_\_\_\_ (Name of Employer)

Detailed Description – include quantity, size, color or other information to ensure proper understanding of donated item. (This information will be used in the catalog)

Restrictions/Expiration Date: (Limitations, Special Conditions)

Soliciting Family (For Auction Fundraising Credit):

Parent Guardian: \_\_\_\_\_ Name of Youngest Student: \_\_\_\_\_

Donor: (Not necessarily the family that procured the item/service, this is who **provided** the item/service to the family)

\_\_\_A Business \_\_\_St. Paul Parent \_\_\_Family/Friend \_\_\_Alumni \_\_\_Faculty/Staff

Name of Business or Individual: \_\_\_\_\_ Phone: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Business Contact: \_\_\_\_\_ Business Contact Phone: \_\_\_\_\_

Email for Individual or for Business Contact: \_\_\_\_\_

Pink Copy: Donor Receipt

White and Yellow Copies: Attach to Auction Item or Certificate

Deliver or mail to St. Paul School by: Thursday, January 18, 2018

Your donation is tax deductible under 501 (C) (3). **St. Paul School Federal ID #91-0684636**