

MEAD ELEMENTARY PTSA ANNUAL BENEFIT GALA & AUCTION  
**PROCUREMENT FORM**

1725 216<sup>th</sup> Ave NE  
 Sammamish, WA 98074  
 Tax ID# 91-1152383



<b>Donor Name</b> <i>(as you would like it listed in the catalog)</i>		<b>Item Title</b>	
<b>Name of Individual for Thank You</b> <i>(if not listed above)</i>		<b>Mailing Address</b>	
<b>Email</b>		<b>Phone(s)</b> Work: Home:	
<b>Contact Name for Redemption of Certificate (if different than above), with email and phone</b>			
<b>Web Address</b>		<b>Donor-Stated Retail Value</b>	
		\$	

**Item Description** *(this will be used for the auction catalog; please be complete – e.g., color, quantity, size, # of people, etc.):*

**Restrictions** *(please state any limitations or special restrictions):*

**Expiration Date** *(the expiration date will be November 10, 2019, unless otherwise noted here):*

Is this an item you have **donated in previous years?** Yes  No

**Item Photo Options:**

- I will provide photos by October 15th (send photo named for item, attached to email)
- Mead Elementary may use photos from prior auction
- Mead Elementary may access photos at this website:

**Item Location / Delivery**

This donation is:  a **tangible** item       an **intangible** item       a **combination** of both

If **tangible**:       Item accompanies this form       I will deliver item to the school by (date):  
 Please pick up my donation       Other:

If **intangible**:       Certificate/Gift Card accompanies this form       Mead Elementary PTSA may create certificate for this item

**Other Notes:**

<b>Donor Signature</b>	<b>Date</b>	<b>Mead Elementary PTSA Contact:</b>

Questions? Please contact 206.605.1873 or [info@kindandcompanyevents.org](mailto:info@kindandcompanyevents.org)

**MAIL ALL ITEMS TO: 22629 NE 25<sup>th</sup> Way Sammamish, WA 98074**

**Procurement Deadline: October 13, 2018 • Auction Date: November 10, 2018**

Please email completed form to [info@kindandcompanyevents.org](mailto:info@kindandcompanyevents.org) and retain a copy for your records.