



# Auction Procurement Form

**Heritage Christian Academy**  
 19527—104th Avenue NE  
 Bothell, WA 98011-2930  
**TIN # 91-0849848**

For Office Use Only

Item # \_\_\_\_\_

Package # \_\_\_\_\_

Entered by \_\_\_\_\_

TODAYS DATE:	Procurer Name & Phone Number	
Donor/Business Name (will be listed in catalog)		<b>Check All That Apply</b>  <input type="radio"/> Parent/Student <input type="radio"/> Grandparent <input type="radio"/> Staff/Teacher/ HCA Board <input type="radio"/> Friend <input type="radio"/> Business
Contact Person		
Address	Telephone	

- ☐ I/We would like to purchase ad space in the auction catalog (please circle) : Business Card Size: \$100 Half page = \$200, Full page = \$375
- ☐ I/We would like to receive an auction invitation for the April 20 Dinner and Auction
- ☐ My company or I wish to donate money via credit card. Please call me to obtain my card information.
- ☐ Corporate Matching (Does not appear in catalog, unless received by print time)
- ☐ My company or I enclose a check donation in the amount of \$ \_\_\_\_\_ (this is tax deductible to the fullest extent of the law)

Donated Item Title (please use separate form for each item)

Value \$ \_\_\_\_\_

This Item is:

- |   |   |
|---|---|
| <input type="radio"/> Tangible (gift basket, art etc)         | <input type="radio"/> Intangible Item (gift certificate, service etc) |
| <input type="radio"/> Tangible Item Accompanies this form     | <input type="radio"/> Business Certificate Attached                   |
| <input type="radio"/> Labeled Item will be delivered on _____ | <input type="radio"/> Form Completed Below                            |

Signature of Donor

- ☐ My company would be interested in sponsoring a table

## AUCTION CERTIFICATE DETAIL:

Any Restrictions or Blackout dates? \_\_\_\_\_

Certificate Expiration Date \_\_\_\_\_

Business address and phone \_\_\_\_\_

