



**PROCUREMENT FORM**

17110 148th Ave NE, Woodinville, WA 98072  
www.hhillpta.org Tax ID# 91-1120640

DONOR INFORMATION (please print legibly)	
Donor Name (as you'd like it to appear in auction advertising)	Donor Mailing Address
Donor Phone	Donor Email
Contact Information (if different than above)	Contact Name
Contact Phone	Contact Email

DONATED ITEM(S) AND/OR SERVICE(S)	
This donation is: <input type="checkbox"/> a <b>tangible</b> item <input type="checkbox"/> an <b>intangible</b> item or gift card <input type="checkbox"/> a <b>combination</b> of both	
<b>If <i>tangible</i>:</b> <input type="checkbox"/> Item accompanies this form <input type="checkbox"/> Donor will deliver item to the HHE PTA by 3/31/23 <input type="checkbox"/> Please pick up my donation <input type="checkbox"/> Item can be provided directly to purchaser; please contact _____ <input type="checkbox"/> Other _____	<b>If <i>intangible</i>:</b> <input type="checkbox"/> Certificate/Gift Card accompanies this form <input type="checkbox"/> HHE PTA may create certificate for this item <input type="checkbox"/> I will deliver/mail Certificate/Gift Card by 3/31/23 <input type="checkbox"/> I would like to be contacted about sponsorship opportunities <input type="checkbox"/> Cash <input type="checkbox"/> Other: _____
Item Title/Name	Estimated Fair Market Value/Donor-Stated Retail Value \$
<b>Item Description</b> (This will be used for the auction catalog so please be thorough with details. List all locations for services, # of people, quantity, color, size, etc. Please give website if known.)	
Expiration Date (4/21/24 unless otherwise noted)	Restrictions (please state any limitations)
Donor Signature	Date

FOR USE BY PROCUREMENT COMMITTEE
Acquired by (HHE PTA Rep):
Entered into the system by:
Tracking #:
Category:

**Donors and HHE PTA Reps, please email completed form to [auction@hhillpta.org](mailto:auction@hhillpta.org) by 3/31/23 and retain a copy for your records.**

**Fed Tax ID: 91-1120640**  
HHE PTA is a 501(c)(3) corporation. Your donation may be tax-deductible. Check with your tax advisor.

**Questions?** Please contact [auction@hhillpta.org](mailto:auction@hhillpta.org) or Nicolette Stocker at 206-499-2926