

Item Procurement Form

DESCRIPTION OF DONATED ITEM

Item/Title:

Retail Value \$ (must provide for tax purposes)

Item Description: Please be detailed as this information will be used to write the auction catalog description (color, quantity, etc.)

Restrictions: Please state any limitations or special restrictions (date/time specific, gratuity not included, reservation required, etc.)

Note: Please submit photos when possible.

Tangible Items: (Item to be displayed at the auction)

Intangible Items: (Donor, please include display materials)

- Item accompanies donor form
- Donor will deliver to BIAWA by _/ _/ _
- Donor requests pick-up (please call to arrange)
- Item cannot be packaged with other items

- Certificate accompanies form
- Donor requests certificate to be created by BIAWA
- Certificate cannot be packaged with other items

DONOR INFORMATION (List exactly as you would like the donor listed to appear in auction catalog)

Business Name

Contact Name/Individual for Thank You

Phone

Mailing Address

City

State

Zip

Email

Website

Item Procured By

Signature of Donor

Date

(Donation cannot be processed without donor signature. If submitted electronically, entering your name serves as your signature.)

Office Use : Form #

Please submit completed forms no later than **October 11th, 2019** to the BIAWA Procurement Committee

Email: admin@biawa.org | Phone: 206-467-4800 | Fax: 206-467-4808

Website: www.biawa.org

Mail: P.O. Box 3044, Seattle, WA 98114

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