

Item Procurement Form

DESCRIPTION OF DONATED ITEM

Item/Title:	Retail Value \$ (must provide for tax purposes)
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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.

<p>Tangible Items: (Item to be displayed at the auction)</p> <p><input type="checkbox"/> Item accompanies donor form</p> <p><input type="checkbox"/> Donor will deliver to BIAWA by _/___/___</p> <p><input type="checkbox"/> Donor requests pick-up (please call to arrange)</p> <p><input type="checkbox"/> Item cannot be packaged with other items</p>	<p>Intangible Items: (Donor, please include display materials)</p> <p><input type="checkbox"/> Certificate accompanies form</p> <p><input type="checkbox"/> Donor requests certificate to be created by BIAWA</p> <p><input type="checkbox"/> Certificate cannot be packaged with other items</p>
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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 1st, 2021** to the BIAWA Procurement Committee