



## 36TH ANNIVERSARY GALA & AUCTION PROCUREMENT FORM

2100 – 24<sup>th</sup> Ave South, Suite 320, Seattle, WA 98144  
T: 206.682.8447 [www.nwcf.org](http://www.nwcf.org) Tax ID# 91-1314318

<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 for Redemption of Certificate (if different than above), email and phone</b>		
<b>Web Address</b>	<b>Donor-Stated Retail Value</b>	
	\$	

**Item Description** *(this description will be used for either the auction catalog or an on-line auction; please be thorough with the details: list all locations for services, # of people, quantity, color, size, etc.):*

**Restrictions** *(please state any limitations or special restrictions; 21 years or older for any alcohol):*

**Expiration Date** *(the expiration date will be **November 8, 2022**, unless otherwise noted here):*

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

<b>Item Photo Options: REQUIRED</b>		
<input type="checkbox"/> I will provide photos by March 1st (send photo named for item, attached to email) <input type="checkbox"/> NWCF may use photos from prior auction <input type="checkbox"/> NWCF may access photos at this website: _____		
<b>Item Location / Delivery</b>		
This donation is: <input type="checkbox"/> a <b>tangible</b> item (ie art, gift basket) <input type="checkbox"/> an <b>intangible</b> item (gift card) <input type="checkbox"/> a <b>combination</b> of both If <b>tangible</b> : <input type="checkbox"/> Item accompanies this form <input type="checkbox"/> I will deliver item to NWCF by (date): _____ <input type="checkbox"/> Please pick up my donation <input type="checkbox"/> Other: <input type="checkbox"/> Item can be provided directly to purchaser; please contact _____ If <b>intangible</b> : <input type="checkbox"/> Certificate/Gift Card accompanies this form <input type="checkbox"/> NWCF may create certificate for this item <input type="checkbox"/> Certificate/Gift Card will be delivered/mailed by (date: _____)		
<b>Other Notes:</b>		
<b>Donor Signature</b>	<b>Date</b>	<b>NWCF Contact/Phone Number</b>

Questions? Please contact 206.682.8447 or [events@nwcf.org](mailto:events@nwcf.org)

**Procurement Deadline:** March 1, 2021 • **Auction Date:** May 8, 2021

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