

**38TH ANNUAL GALA & AUCTION**

**PROCUREMENT FORM**

2100 – 24th Ave South, Suite 320, Seattle, WA 98144

T: 206.682.8447 [www.nwcf.org](http://www.nwcf.org) Tax ID# 91-1314318

|  |  |  |
| --- | --- | --- |
| **Donor Name** *(as you would like it listed in the catalog)* | **Item Title** | |
|  |  | |
| **Name of Individual for Thank You** *(if not listed above)* | **Mailing Address** | |
|  |  | |
| **Email** | **Phone(s)** Work: Home: | |
| **Contact for Redemption of Certificate (if different than above), email and phone** | | |
|  | | |
| **Web Address** | | **Donor-Stated Retail Value** |
|  | | **$** |

**Item Description** *(this description will be used for the auction catalog; 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)****:***

**Expiration Date** *(the expiration date will be* ***May 13, 2024****, unless otherwise noted here):*

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

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