

**39th 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

*Please complete each of the sections in this form to confirm your auction item donation. If you have questions, please email auction@nwcf.org, call 206-682-8447, or reach out to your NWCF contact. Thank you!*

**DONOR INFORMATION**

**Name** *(as you would like it listed in the catalog): Click or tap here to enter text.*

**Name of Individual for Thank You** *(if not shown above): Click or tap here to enter text.*

**Email:** *Click or tap here to enter text.*

**Phone(s):** *Click or tap here to enter text.*

**Mailing Address:** *Click or tap here to enter text.*

**Web Address:** *Click or tap here to enter text.*

**ITEM INFORMATION**

**Item Title:** *Click or tap here to enter text.*

**Donor-Stated Retail Value: $** *Click or tap here to enter text.*

**Item Description** *(include relevant details – e.g., # of people, dimensions, activity): Click or tap here to enter text.*

**Limitations** *(state limitations or special restrictions, such as blackout dates, capacity, age restrictions, etc)****:*** *Click or tap here to enter text.*

**Expiration Date** *(will be* ***May 11, 2025,*** *unless otherwise noted here): Click or tap to enter a date.*

Is this an item you have **donated in previous years**? *(check one):* Yes  No

Is this item *(check one):*  **tangible**  **intangible** *(experience, gift card, etc)*  a **combination** of both

**TANGIBLE ITEMS – DELIVERY:** *Choose an item.*

**INTANGIBLE ITEMS – CERTIFICATE:** *Choose an item.*

**ITEM PHOTOS:** *Choose an item.*

*Note: to provide photos, name them for the item and email to auction@nwcf.org.)*

**CONTACT PERSON** for certificate redemption, item delivery, or other follow up *(if different from Donor)*

**Name:** *Click or tap here to enter text.*

**Email:** *Click or tap here to enter text.* **Phone:** *Click or tap here to enter text.*

**NWCF CONTACT, OTHER NOTES**

**Name of NWCF Staff or Board Member who requested this donation:** *Click or tap here to enter text.*

**Other notes, questions or comments:** *Click or tap here to enter text.*