

29th Annual Dream Gala, Saturday, March 10, 2018

1215 Fourth Avenue, Suite 1100 – Seattle, WA 98161
 P: (206) 343-0873 F: (206) 343-7015 Tax I.D. # 23-1907729



Procurement #
(Office Use Only)

Procurement Form

Please complete and submit form no later than February 9, 2018

DONOR INFORMATION

Donor Name (Please type or print above. List EXACTLY as you would like the donor listing to appear in auction catalog.)

Contact Name (for arrangements)	Contact Phone (for arrangements)
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Address	City	State	Zip
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Phone	Fax	Email
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Name of Individual for Thank You / Tax letter (if different than donor/contact name)

DESCRIPTION OF DONATED ITEM

Item Title: _____ **Value** (must provide for tax purposes):
 \$ _____

Donation Description: Please be as complete as possible, as this information will be used to write the auction catalog description (please provide size, color, quantity, materials, artist, background, and any other pertinent information regarding the donation item.)

Expiration date if any by _____ (expiration date on gift will be March 10, 2019 unless otherwise noted.)

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

Note: Please submit photos in order to best market your donation.

Notice: All donations become property of JDRF and will be utilized for maximum benefit of the organization

Tangible Items: (Item to be displayed at auction.) **Intangible Items:** (Donor: Please submit appropriate display materials.)

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| <input type="checkbox"/> Item accompanies donor form | <input type="checkbox"/> Certificate accompanies form |
| <input type="checkbox"/> Donor will deliver to JDRF by _____ | <input type="checkbox"/> Donor request's certificate created by JDRF |
| <input type="checkbox"/> Donor requests pick-up (please call to arrange.) | |

Signature of Donor _____ Date _____

Please email completed form to JDRF Seattle Guild office:
 jdrfseattleguild@jdrf.org

Procured by:	
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