

For office use only

Tracking #: _____


Catalog #: _____

Kirkland Preschool Auction Procurement Form

Thank you for your generous support! Please fill out this form as completely as possible.
Be sure to keep the bottom copy, which serves as your donation receipt.
Return the top two copies to Kirkland Preschool.

PLEASE COMPLETE AND RETURN BY 11/10/2016

DONOR INFORMATION

Donor or Company Name (as it should appear in the catalog):		 <p>...early education where children learn by doing</p>
Donor Contact Person (if different than above):		
Donor Address:	City, State, Zip:	
Primary Phone: Alternate Phone: Fax Number:	Email: Website:	

ITEM INFORMATION

Item Name:	Donor Stated Value:	Exp. Date (if applicable):
Item Description (Please specify in full detail – include size, color, model, restrictions, etc.):		

ADDITIONAL INFORMATION (PLEASE CHECK ALL APPLICABLE)

Delivery/Pick-up Information: <input type="checkbox"/> Item is included with this form <input type="checkbox"/> Item will be delivered to Kirkland Preschool	Item Information: <input type="checkbox"/> Physical Item <input type="checkbox"/> Non-physical Item <i>i.e.</i> gift cert (Please include marketing materials for display) <input type="checkbox"/> Donor to Provide Gift Cert or <input type="checkbox"/> Kirkland Preschool to provide Gift Cert <input type="checkbox"/> Monetary Donation \$_____ (Please make checks payable to Kirkland Preschool)
Kirkland Preschool Parent: Phone:	

Kirkland Preschool is a 501 (c) (3) non-profit organization.
Our tax I.D. number is: 91-1153497

Kirkland Preschool, Attn: Jennifer Wirkman
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Email: jennifer@kirklandpreschool.org Web: www.kirklandpreschool.org

Copy Distribution: White- Data Entry, Yellow- Remains with Item, Pink- Donor Receipt