



BE TRUE TO YOUR SCHOOL



Auction Procurement/Donor Form

Please complete a form for each item donated. Completed forms can be dropped off at the school office or mailed to:

Cedar Park Christian School Auction
16300 112th Ave. NE
Bothell, WA 98011
425-481-3661
www.cpcsschools.com (for online form)

For Office Use Only:
Date Form Rec'd:
Item rec'd with form: Y N
Rec'd by:
Tracking #
Type/Section:
Catalog #
Package #

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Tax ID# 51-0137442

Thank you for your support! Keep the pink copy as your tax deductible receipt. If you are using a downloaded form, please make a copy for your tax records. (If you are dropping your donated item off with this form, please attach form to the item)

Donor/Business (for listing in catalog) Phone
Contact Name (if different than above) Phone
Donor/Business Address City
State, Zip Email Address

- I/We would like to purchase ad space in the auction catalog, please send me more information.
I/We would like to receive an auction invitation for the November 5, 2011 dinner & auction.
My company or I will sponsor a table of 10 people at the auction for \$600. (Check enclosed).
My company or I enclose a check donation in the amount of \$ (tax deductible to support CPCS).

Donated Item Name:
Retail Value \$ (must be completed)
DETAILED DESCRIPTION - as you wish it to appear in the catalog.
(If you need more room please attach a separate page to this form)

Donation Info: check all that apply
A Tangible Item (book, clothing, chair etc.). Items must be received by Nov. 3rd
Item will be delivered on: To be picked up
An Intangible Item (gift certificate, service, trip etc.).
Gift Certificate Attached.
I need CPCS to make a gift certificate. *(complete gift certificate information box)
This item is part of a class project.
Teacher's name:
Grade:
I purchased this item.
Company donated item.

Availability restrictions:

*Gift Certificate Information:
Contact Name Phone Number Email
Expiration Date: Restrictions

Procurer's Name Phone Email

PROCUREMENT FORMS must be received by October 13, 2011 to be included in the Auction Catalog. Procurement forms will continue to be accepted until October 28, 2011.

Office Use: Type/Section:
Catalog #
Package #