

Please see Instruction Sheet on back 1st !!

Auction Procurement Form

St. Joseph Parish
3720 E. Colbert Rd.
Colbert, WA 99005

Phone (509) 466-4991 * Fax (509) 466-4992

Sponsored by The Knights of Columbus
Tax ID # 91-2099858

for office use only:

Item Number: _____

Catalog Number: _____

Oral

Silent (by room closure)

1

3

2

4

Donation: _____

Description: Gift Certificate? Yes No _____

Value: \$ _____ Restrictions/Expiration _____

Donor Information

Individual

Company _____

Company Name

Business Contact/Individual: _____

First Name

Last Name

Address: _____

Street

City

State

Zip

Telephone: _____

Thank You: Company Individual Anon. Other _____

Solicitor Information

Solicitor: _____ Date: _____

Personal Contact ? Yes No

Item/ Gift Certificate Location

Already delivered to St. Joseph Parish

Will be delivered by (date): _____

Needs to be picked up by (date): _____

Will be mailed by (date): _____

Gift Certificate needs to be completed.

*The Knights of
Columbus
thank you
for your
generous
support!*

Instruction Sheet for Procurement Form

Please use this instruction sheet to assist in filling out the Procurement Form. The final catalog is only as accurate as the information provided, so please take the time to fill out the form correctly. Thank you.

Donation: Write what the item is. (example: 1 week's stay at Twin Lakes cabin)

Description:

1. If it is a gift certificate, check yes. If not, check no.
2. Write a detailed description of the item. The more information the better, as it will help portray an accurate description in the catalog. Include size or dimensions, colors, quantity, materials, brand name, possible uses, dates available, services included, history, total hours put into handcrafted items, and/or anything else that will be helpful in selling the item.

Value: The dollar amount of your item, even if it is handcrafted.

Restrictions/Expiration: This applies mainly to gift certificates.

Donor Information Box:

1. Check either the Individual or Company box and fill in the pertinent information.
2. In the **Thank You** section, check the box for who should be thanked in the catalog for the donation.
 - Company name or Individual name written above
 - Anon is for those not wanting their name printed in the catalog.
 - Other can be used for "in honor of", "in memory of", groups, Friends of St. Joseph, etc.

Solicitor Information Section:

1. **Solicitor:** is for the name of the person(s) making contact to secure the donation.
2. **Personal Contact:** Check yes if you (solicitor) personally know the donor. If not, check no.

Item/Gift Certificate Location Section:

1. These items are self-explanatory. Please be sure to fill in as accurate a date as possible.
2. If the donor needs to have a gift certificate made for them by the auction committee, please check the Gift Certificate needs to be completed box. The information will be pulled from the **Description** part of the form, so please make sure accurate information is supplied.

****Important!!** EACH donation must have its OWN Procurement Form for accurate recordkeeping.
Example: One donor wants to donate 2 separate gift certificates. Each certificate must have its own Procurement Form since each certificate will be assigned its own identification number.