

AUCTION PROCUREMENT FORM

Today's Date:	Fair Market Value:	Catalog #:(office use)	Location:(office use)
Name of donated item or service:			
Catalog Description: This description will be used in the catalog given to event attendees. Please complete detailed information with quantity, size, color, material, number of people, etc.			
Restrictions: (expiration date, date specific, tax and gratuity not included, etc.)			
Donor Name (as it should appear in catalog)		Donor Contact Name:	
Check ONE to show item delivery information: <input type="checkbox"/> Tangible item accompanies this form <input type="checkbox"/> Tangible item to be delivered by <input type="checkbox"/> Donor-provided gift certificate accompanies this form <input type="checkbox"/> Donor-provided gift certificate to be delivered by <input type="checkbox"/> Student has permission to create a gift certificate		Address:	
		City/State/Zip:	
		Phone:	
		Donor Signature (required):	
Procurer Name:			

-----Return top to JKPC-----Bottom is Donor Copy-----

THANK YOU for supporting John Knox Church Esperanza Project. Please keep the bottom portion for your records.

Date	Item Donated	Fair Market Value
Procurer Name		Procurer Phone Number
Item/Certificate <input type="checkbox"/> Sent with procurement form <input type="checkbox"/> To be mailed to JKPC		

For more information about the Esperanza Project please visit www.jkesperanzaproject.com
or the contact: Jon@jkpcusa.org; 206.241.1606