



## Auction Donation Procurement Form

Please complete this form and drop it off at the school office or send it to the address below along with your donation.

**Distribution:**

White: School Office  
Gold: Attach to item  
Pink: Donor Tax Receipt

Any questions, call (425) 337-6992.

**Cedar Park Christian School Mill Creek**  
**13300 Bothell-Everett Hwy #641**  
**Mill Creek, WA 98012**

**For Office Use Only:**

Procurement | Catalog #

For additional forms: [www.cpcsschools.com/millcreek/auction/](http://www.cpcsschools.com/millcreek/auction/)

Check if this is a cash donation only

### DONOR INFORMATION

Donor Name \_\_\_\_\_ Phone \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

### SOLICITOR INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

### DONATION INFORMATION

Item Name	Fair Market Value \$
Detailed Description of Donation (including restrictions):	<input type="checkbox"/> Check if this is a Class Project Teacher / Grade:

**CERTIFICATES**

- This is a tangible item / no certificate
- Donor will provide gift certificate
- I need CPCS to make a certificate

**MISCELLANEOUS OPTIONS**

- I would like to purchase ad space in the auction catalog: \_\_\_\_\_ Quarter Page \$50  
\_\_\_\_\_ Half Page \$125 \_\_\_\_\_ Full Page \$250
- I will sponsor a table: 8 people = \$300 (check enclosed)
- Please send me an auction invitation.

**Thank you for supporting our students!**  
The **pink copy** is your tax-deductible receipt.  
**TAX ID #51-0137442** 501(c)(3)organization