



Procurement Form
St. Matthew Parish School Auction
 1555 Glen Ellyn Road, Glendale Heights, IL 60139
 Phone: 630-858-3112 Fax: 630-858-0623
 Tax ID #: 53-0196617

For Office Use Only
Item #
Catalog #
To Be Packaged <input type="checkbox"/>

Thank you for your generous support!
 Please fill out this form as completely as possible. For questions, please contact us at development@stmatthewschool.org

1	Donor or Company Name:		School Family
	Contact Person:		
	Address:		
	City:	State: Zip:	
	Phone:	Fax:	
			<input type="checkbox"/> Grandparent
			<input type="checkbox"/> Staff/Teacher
			<input type="checkbox"/> Business
			<input type="checkbox"/> Friend

- I/We would like to attend the event. Please send an invitation
- I/ My Company wish to donate cash to help underwrite auction expenses (tax deductible)
 - Via credit card or Paypal, please donate online at www.stmatthewschool.org
 - Check is enclosed in the amount of \$_____. Please make check payable to St. Matthew Parish School.
- I/My Company would like to donate the following item:

2	Donated Item (please use a separate form for each item):	Value of Donation \$
	Detailed Description (include quantity, size, color, brand, etc)	Donation:
		<input type="checkbox"/> Is attached
		<input type="checkbox"/> Can be picked up on: _____
		<input type="checkbox"/> I will deliver on: _____
	Restrictions/Limitations (black out days/dates, delivery areas, locations, pets etc)	Expiration Date (if any)

3	Signature of Donor: _____	Date: _____	Procurers Name _____	Telephone # _____
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4 **Please complete the section below if your donation is intangible**
 (unless separate gift card, passes, or certificate is attached)

AUCTION GIFT CERTIFICATE

Item: _____ Value: \$ _____

Restrictions: _____ Certificate Expires: () One Year from Auction Date or __/__/__

Contact: _____ Phone: _____

Business Address: _____

Authorized by (Name): _____ Title: _____ Date: _____