

New!! Donate online at our auction website: <https://lh.es.ejoinme.org/donations>



Loyal Heights PTA Auction Procurement Form

For office use only:

Item # _____

Package # _____

PROCUREMENT DEADLINE: FEBRUARY 1st

ITEM INFORMATION

Item Name: _____

Donor Stated Value: \$ _____

Expiration Date: ____/____/____
Month Day Year

(default expiration date is 1 year from date of auction)

- ☐ Physical Item ☐ Gift Certificate ☐ Physical Item & Gift Certificate ☐ Dessert Dash
☐ Please accept my monetary donation to Loyal Heights PTA. Enclosed is my check for \$_____.

Description (please describe in detail for use in the catalog listing – include location, dates, time limitations, size, colors, special features, and ALL RESTRICTIONS. Please attach any additional information): _____

- ☐ LH PTA has my permission to create a gift certificate.
☐ Donated item will be delivered to school ☐ Please pick up my donation

DONOR INFORMATION

Donor/Business Name (to appear in the catalog): _____

- ☐ Business ☐ Individual ☐ I would like to remain anonymous in the catalog

Contact Name & Title (if Business): _____

Address: _____

City: _____ State: _____ Zip Code: _____-____

Contact Phone: (____) ____-____ Email: _____ Website: _____

Signature _____

Date _____

Please contact me:

- ☐ Please send me an auction invitation
☐ I am interested in sponsorship opportunities

Your donation is tax-deductible under IRS 501(c)(3) Tax ID# 91-1046044. Non-Profit Organization.

SOLICITOR INFORMATION

Name: _____

Contact Phone: (____) ____-____ E-mail: _____

THANK YOU FOR MAKING THE LOYAL HEIGHTS PTA AUCTION A HUGE SUCCESS!

Please return this form, along with gift certificate, display, and/or descriptive material to: