

|  |
| --- |
| **AUCTION REPRESENTATIVE** |
|  | TEAM: Procurements Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ITEM DESCRIPTION** |
| ITEM NAME:  |
| ITEM DESCRIPTION:  |
| Expiration Date: \_\_/\_\_\_/\_\_\_\_*(If not one year from Auction: March 5, 2016)* | Value: $  |
| **Item Acquisition Specifics:** (check appropriate box)  | **Certificate:** (check appropriate box) |
| ❑ Item included with form | ❑ Donor provided certificate |
| ❑ Item needs to be picked up on Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ❑ Cleveland to create certificate |
| ❑ Delivery of item by donor on Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ❑ Donor will mail by Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **DONOR INFORMATION** |
| Donor Name:  | ❑ Business ❑ Individual |
| Contact:  | Phone:  |
| Email:  | Fax:  |
| Address:  |
| City:  | State:  | Zip:  |
| Affiliation: ❑ Parent ❑ Past Parent ❑ Staff ❑ Student ❑ Alum (Year: \_\_\_\_\_\_) ❑ Other |
|  |
| Please mail or fax form to:**Cleveland High School ~ PTA Auction3400 SE 26th Ave ~ Portland OR 97202**PH. 503.916.5120 / FAX 503.916.2692Or contact: Jill Stevens (jills71@comcast.net) or JoAnne Cheechov (jocheechov@yahoo.com)TAX ID #93-6039316 |
| Thank You for your Donation—This form is your ReceiptNO GOODS OR SERVICES WERE PROVIDED IN RETURN FOR THIS CONTRIBUTION |