

* HOW TO FILL OUT A PROCUREMENT FORM

P.A.C.E. Parish Auction for Catholic Education

St. Vincent de Paul Parish School
 30527 8th Avenue South, Federal Way, WA 98003
 Telephone: (253) 839-3532

If you have any questions
 Please call the School Office
 253-839-3532

Federal Tax ID: 91-0756413

For
 Office
 Use

Date Received _____
 Tracking # _____
 Auction # _____
 Catalog # _____
 Item Category _____

Item Name: **#1** Name of item _____
 Detailed Item Description: (Quantity, Size, Color, Restrictions, Expiration Date, etc.)
#2 Description of Item _____
 * Include detail - time, date, place
 something special about the item.
 * Restrictions - expiration dates,
 special exemptions.
 Fair Market Value: **#3** Dollar Value _____ Donation Date: _____

#4 Donor Information: (as it should appear in the catalog) Name of Business or person giving item
 Name: Contact info. _____
 Address: We can't send thank you
 City: if we don't have an address. _____
 Contact: _____ Phone: _____

Pick
 one

#5
 Tangible Item Physical item
 Intangible / Certificate Attached - Gift Certificate please create
 Donation to be picked up by Auction Representative on: _____
 Cash donation enclosed
 Please send me an invitation to the auction

#6

Auction Representative: THIS IS YOU! school family who
 will receive
 Fundraising
 Credit
 White: Procurement Yellow: Inventory Pink: Donor Copy
 Return Both Copies w/item

online form



St. Vincent de Paul School

P.A.C.E. Parish Auction for Catholic Education
30527 8th Ave. S. Federal Way, WA 98003
Tel: 253.839.3532 Fax: 253.946.1247
Email: stv-stew@msn.com

Date Received _____
Tracking # _____
Auction # _____
Catalog # _____
Item Category _____

OFFICE
USE

DONOR Name (as it should appear in the catalog) Business/Person Phone/Fax _____
 List me as Anonymous in catalog.
 Contact Name (if a business) & Title need contact Email _____
 Address info to send Thank You/Tax Statement City/State/Zip _____
 Please send me auction information.

Auction Representative: Name Family info. for credit Phone _____
 Address _____ City/State/Zip _____

ITEM NAME _____ FAIR MARKET VALUE - \$
 (REQUIRED) Dollar Value

Item Description (Describe in detail for use on auction listing - include restrictions.)
Include details - time - date - place
Something special about item. This will
be listed in catalog.

Tangible Item
 Item accompanies this form.
 Item will be delivered to St. Vincent de Paul School on: / /
 Item to be picked up by St. Vincent de Paul School.
 Cash donation enclosed
 Please send me an invitation to the auction

Certificate Item
 Gift certificate accompanies this form.
 The Auction Office should make a gift certificate for this item.
 Expiration date / / (if not specified, 1 year from event).

St. Vincent de Paul Catholic School Tax I.D. Number 91-0756413

ONLINE PROCUREMENT FORM

WEBSITE: 1. STVS.US

* Attach this form when turning in item.

2. Parents tab
3. Fundraising
4. Auction

Right hand column

Procurement Form
 Save Document
 to pre-fill your information