

2021 Auction Procurement Form

(one for each donated item)

Business / Donor Contact Information

Business Name / Donor's Name: _____

Business Contact Person: _____

E-mail Address: _____

_____ Please list donor as "Anonymous"

Auction Item Information

Donated Item: _____

Retail Value (\$): _____

_____ **Tangible Item** (chair, book, platter, handbag, etc...)

_____ Tangible item received.

_____ Tangible item will be delivered to Saint Simons Christian School.

_____ Tangible item needs to be picked up by a member of the auction committee.

_____ **Intangible Item** (gift certificate/card or service item)

_____ Gift certificate/card received.

_____ Gift certificate/card will be delivered to Saint Simons Christian School.

_____ Gift certificate needs to be created by the auction committee.

Note: (please add any other information we should know about the donation in the space below)

SSCS Family who obtained the donation: _____