



For Office Use Only

Auction Procurement Form

Heritage Christian Academy
19527—104th Avenue NE
Bothell, WA 98011-2930
TIN # 91-0849848

Item # _____

Package # _____

Entered by _____

Date:	Procurer Name & Phone Number	
Donor/Business Name (will be listed in catalog)		Check All That Apply ☐ Parent/Student ☐ Grandparent ☐ Staff/Teacher/ HCA Board ☐ Friend ☐ Business
Contact Person		
Address	Telephone and Email	

- ☐ I/We would like to purchase ad space in the auction catalog (please circle) : Business Card Size: \$100 Half page = \$200, Full page = \$375
- ☐ I/We would like to receive an auction invitation for the May 1st Dinner and Auction
- ☐ My company or I wish to donate money via credit card. Please call me to obtain my card information.
- ☐ Corporate Matching (Does not appear in catalog, unless received by print time)
- ☐ My company or I enclose a check donation in the amount of \$_____ (this is tax deductible to the fullest extent of the law)

Donated Item Title (please use separate form for each item)

Value \$ _____

This Item is:

- | | |
|---|---|
| ☐ Tangible (gift basket, art etc) | ☐ Intangible Item (gift certificate, service etc) |
| ☐ Tangible Item Accompanies this form | ☐ Business Certificate Attached |
| ☐ Labeled Item will be delivered on _____ | ☐ Form Completed Below |

Signature of Donor

☐ My company would be interested in sponsoring a table**AUCTION CERTIFICATE DETAILS:**

Any Restrictions or Blackout dates: _____

Certificate Expiration Date: _____

Business address, email, and phone: _____