Open Window School
for children who love to learn

VISTA ACADEMY
At Open Window School

AUCTION PROCUREMENT FORM

Catalog #
Item #
Entry Date: / /
For Office Use Only

OPEN WINDOW SCHOOL & VISTA ACADEMY PROCURING FAMILY

Parent Name(s)

( )

Phone E-Mail

DONOR INFORMATION

Please type or print with ball point pen.

Donor Name (for catalog)

( )

Contact Name Phone

Donor Address

City State Zip Code

❑ Please send me an invitation to the auction.

❑ A gift certificate is included with this form.

Donor Signature Date

ITEM INFORMATION

$

Item Name Donor's Estimate of Retail Value

❑ **The Donation is a Physical Item.**

Area required for display:

____ inches by ____ inches

❑ **The Donation is not a Physical Item.**

❑ A gift certificate is included with this form.

❑ This form acts as the gift certificate.

❑ I have included display materials.

Item Description (suggested for catalog-include quantity, size, color, # of persons, availability, restrictions)

/ /

Expiration date, if any (Default expiration is 1 year from date of auction).

All items are subject to review and placement in silent or live auction by the auction committee. No items with minimum starting bid or reserve price.

Open Window School & Vista Academy

6128 168th Place SE · Bellevue · Washington 98006

425-747-2911 · http://www.ows.org/portal.html

Tax ID # 91-1303536

White copy – Office Yellow copy – Admin Pink Copy – Donor's Tax Record