



**CHARLOTTE
PREPARATORY
SCHOOL**

Blue & Gold Social - Charlotte Prep Annual Auction - February 27, 2016

Procurement Form

Please complete and return to Marcie Jacobs **by January 22, 2016** to ensure inclusion in our auction catalog.

DONOR INFORMATION

Company/Individual Name: _____ Contact Name: _____

Donor Name (list exactly as you wish to appear in Auction Catalog): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Company Website: _____

AUCTION DONATION

Item Donated: _____ Donor Stated Retail Value: \$ _____

Donation Description (i.e. color, quantity, size, number of people, etc.). Please be complete as this will be used to write the auction catalog description. _____

Restrictions: Must state any limitations or special restrictions. (If field is blank, Charlotte Prep will assume there are no limitations or special restrictions.) _____

Expiration Date (if applicable): _____ (If field is blank, Charlotte Prep will assume there is no expiration date.)

For Tangible Items:

- Item accompanies donor form
- Donor/Company will deliver or send to Charlotte Prep on _____
- Donor requests Charlotte Prep to pick up the donation week of _____

For Intangible Items: (Donor: Please include any appropriate display materials)

- Certificate accompanies donor form
- Donor will provide a certificate by _____
- Donor will use Charlotte Prep Certificate Template and send via email to marcielevinejacobs@gmail.com.

Template found: <http://www.charlotteprep.org/edoruploads/files/CertificateTemplate.docx>

FOR INTERNAL USE ONLY	
Procurement #	_____
Package #	_____
Catalog #	_____
Item Recd.	Y____N____
Certificate	_____
Thank You Sent	_____

SEND IN FORM

Express & Regular Mail: Charlotte Preparatory School, Attn: Marcie Jacobs, 212 Boyce Road, Charlotte, NC 28211

Questions: Please contact Marcie Jacobs at 917-626-4224 or marcielevinejacobs@gmail.com

Signature of Donor: _____ Signature of Charlotte Prep Rep: _____

(Donation will not be processed without donor signature.)

I am unable to donate an item, but have included a donation in the amount of \$ ____.

Charlotte Preparatory School's fiscal year begins on July 1 and ends on June 30 each year. Gifts are credited to the fiscal year in which they are received. For more information, contact the Development office at 704-366-5994, or by email at development@charlotteprep.org. Charlotte Preparatory School is a 501(c)(3) organization. All gifts to Charlotte Preparatory School are tax deductible to the extent provided by law. Tax ID #45-2588411.