

**Item Procurement Form**

**DESCRIPTION OF DONATED ITEM**

<b>Item/Title:</b>	<b>Retail Value \$</b> (must provide for tax purposes)
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**Item Description:** Please be detailed as this information will be used to write the auction catalog description (color, quantity, etc.)

**Restrictions:** Please state any limitations or special restrictions (date/time specific, gratuity not included, reservation required, etc.)

**Note:** Please submit photos when possible.

<p><b>Tangible Items:</b> (Item to be displayed at the auction)</p> <p><input type="checkbox"/> Item accompanies donor form</p> <p><input type="checkbox"/> Donor will deliver to BIAWA by __/__/__</p> <p><input type="checkbox"/> Donor requests pick-up (please call to arrange)</p> <p><input type="checkbox"/> Item cannot be packaged with other items</p>	<p><b>Intangible Items:</b> (Donor, please include display materials)</p> <p><input type="checkbox"/> Certificate accompanies form</p> <p><input type="checkbox"/> Donor requests certificate to be created by BIAWA</p> <p><input type="checkbox"/> Certificate cannot be packaged with other items</p>
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**DONOR INFORMATION** (List exactly as you would like the donor listed to appear in auction catalog)

<b>Business Name</b>			
<b>Contact Name/Individual for Thank You</b>		<b>Phone</b>	
<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email</b>	<b>Website</b>		
<b>Item Procured By</b>			
<b>Signature of Donor</b>			<b>Date</b>

(Donation cannot be processed without donor signature. If submitted electronically, entering your name serves as your signature.)

**Office Use : Form #**

Please submit completed form no later than **September 29, 2017** to BIAWA Procurement Committee

Email: admin@biawa.org Phone: 206-467-4800 Fax: 206-467-4808  
 Website: www.biawa.org  
 Mail: 316 Broadway, Suite 305, Seattle WA 98122  
 BIAWA is a 501(c)(3) non-profit (Tax ID 91-1206800)  
 PLEASE NOTE: Formerly known as Brain Injury Association of Washington