



# Morningside Academy

201 Westlake Ave. N • Seattle, Washington 98109 • 206 709-9500

## PROCUREMENT FORM

CELEBRATE MORNINGSIDE /ANNUAL GALA: March 19, 2010

501 (c)(3) Tax ID No: 91-1183562

Date:

Number:

DONOR NAME INDIVIDUAL OR COMPANY		DONOR CONTACT PERSON	
DAYTIME PHONE NUMBER		EVENING/ALTERNATE PHONE #'s	
DONOR ADDRESS		E-MAIL ADDRESS	
TITLE OF DONATION		ESTIMATED RETAIL VALUE \$	
DESCRIPTION OF DONATION: LIST ALL CONTENTS		COMMENTS/SPECIAL NOTES	
Person obtaining donation	Type/location of item (Office Use Only)	Gift Certificate Yes/No	
		Need to Create one Y/N	
Bidder Name/Number	To be delivered by:	To be picked up from:	
	Date:	Date:	

\*White: School copy

\* Yellow: Auction Copy

\*Pink: Donor Copy