



Morningside Academy

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

PROCUREMENT FORM

CELEBRATE MORNINGSIDE /ANNUAL GALA: March 25, 2011

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

Date:

Number:

DONOR NAME (Circle One) INDIVIDUAL OR COMPANY		DONOR CONTACT PERSON (If Different from Donor Name)	
DAYTIME PHONE NUMBER		EVENING/ALTERNATE PHONE #'s	
DONOR ADDRESS		E-MAIL ADDRESS/website	
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	
	To be delivered by:	To be picked up from:	
	Date:	Date:	

*White: School copy

* Yellow: Auction Copy

*Pink: Donor Copy