



# Sno-Valley Senior Center 2021 Hybrid Auction Procurement Form

**Procurement Form Deadline: September 30, 2021**

Item Delivery Deadline: October 8, 2021

Event Date: October 16, 2021

Item Name: \_\_\_\_\_  
Donor stated value of item (required): \$ \_\_\_\_\_ \* Suggested minimum value \$35  
Donor Name (required): \_\_\_\_\_  
Organization & contact person: \_\_\_\_\_  
Email: (required): \_\_\_\_\_ Phone (required): \_\_\_\_\_  
Mailing address (required): \_\_\_\_\_

Procurement forms that are incomplete will not be accepted.

**A tax receipt will be mailed to the donor after the Sno-Valley Senior Center auction gala.**

Item Description (please be as detailed as possible & include any restrictions/expiration):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Minimum bid \$ \_\_\_\_\_

Item or certificate accompanies this form  
 Item or certificate to be delivered to SVSC  
 Item to be picked up auction volunteer

*Auction Committee*  
 Received and in hand?  
 Entered in database?  
 Follow-up needed?

**Please note: Items will be used at Sno-Valley Senior Center's discretion to maximize benefit to the Center. The placement of all donated items in the silent or live auction will be determined by the auction committee.**

For all donated items:

1. Complete this form with as much detail as possible.
2. Retain one copy of this form for your records.
3. Email, mail or hand deliver this completed form and item to be donated:
  - a. Email – Kira Avery at [KiraA@soundgenerations.org](mailto:KiraA@soundgenerations.org)
  - b. Mail or Deliver to: Sno-Valley Senior Center, PO Box 96, 4610 Stephens Ave., Carnation, WA 98014. For questions, please contact Kira Avery at 425-333-4152, ext. 3

Sno-Valley Senior Citizens/Sound Generations • 501(c)3 charity • **Tax ID 91-1156586**  
Your donation is tax deductible under IRS 501c (3)  
PO Box 96, 4610 Stephens Ave. Carnation, WA 98014 • 425-333-4152 • [www.snovalleysenior.org](http://www.snovalleysenior.org)