



Sno-Valley Senior Center 2022 Auction Procurement Form

Procurement Form Deadline: September 30, 2022

Item Delivery Deadline: October 7, 2022

Event Date: October 15, 2022

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):

Your website or Facebook page so we can publicize it: _____

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
 - 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