



**ST. FRANCIS of ASSISI SCHOOL** - FEDERAL TAX ID #91-1119312  
 15216 21st Ave SW, Burien, WA 98166  
 PO Box 870, Seahurst, WA 98062  
**Development Office Phone No.:** 206-243-0775 **Fax No.:** 206-433-8593  
**Auction Email:** auction@stfoa.org **Website:** www.stfrancisofassisissea.org

<b>For Office Use Only</b>	
Procurement Number <input style="width: 100px; height: 20px;" type="text"/>	
Date Form Received	Recorded in Office
Date Entered in AT	Initials
Date Warehoused	Initials

**2019 Annual SPIRIT Auction: *Black and White Ball***  
 Family Procurement and Advertising Form

Silent Auction: Friday, March 1, 2019 Live Auction, Dinner & Gala: Saturday, March 2, 2019

Each family is asked to procure **no less than \$150.00 in goods**. Each individual item must be valued at or above **\$50.00** (\$50.00 for gift cards, as well). Families who choose to pay cash in lieu of procuring an item(s), must turn in the procurement form and payment before **Nov. 15, 2018**. An additional \$50.00 late fee (for a total of \$200.00) will be assessed after the Nov. 15th due date. Procurement forms for physical auction items and gift cards donated are due **Dec. 14, 2018**.

**After Dec. 14th, a \$200.00 fee will be assessed to those who did not turn in a procurement form.**

New Family

Student Last Name, First Name, Class:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

Contact Phone # and email (in case of questions):

\_\_\_\_\_

---

Donor Name as it should appear in catalog:

\_\_\_\_\_

Item to be delivered to school 2/20/2019—2/21/2019

Gift Certificate

Certificate attached

Certificate delivered to school 2/20/2019—2/21/2019

Auction Committee to create gift certificate

Cash Donation: Amount: \$ \_\_\_\_\_ Check # \_\_\_\_\_

---

Donor Name and Address (to send Thank You) :

\_\_\_\_\_

Item Description for Catalog:      Expiration Date (if applicable): \_\_\_\_\_      Item Fair Market Value: \$ \_\_\_\_\_

Was this item/these items donated by a business or did you purchase it/them?    Donated \_\_\_\_\_    Purchased \_\_\_\_\_    Both \_\_\_\_\_

**ALL DONATED ITEMS MUST BE NEW. EXCEPTIONS LISTED ON WEBSITE.**

Your donation may be tax deductible. Check with your Tax Advisor.

<p><b>Advertisement in Catalog:</b></p> <p>1/2 page color ad      \$199.00</p> <p>Full page color ad      \$299.00</p> <p>Inside back cover color    \$575.00</p> <p><b>Ad Dimensions:</b></p> <p>1/2 Page (H)– 2.75”h x 5.75”w</p> <p>1/2 Page (V) - 5.75”h x 2.57”w</p> <p>Full Page - 5.75”h x 5.75”w</p>	<p><b>Company Information:</b></p> <p>Business Name: _____</p> <p>Contact Name: _____ Phone #: _____</p> <p>Business Address: _____</p> <p>Business Phone #: _____</p> <p>Contact Email: _____</p> <p>Ad Purchased: <input type="checkbox"/> 1/2 Page    <input type="checkbox"/> Full Page    <input type="checkbox"/> Inside Back Cover</p> <p>Payment for ad <b>must</b> accompany this form and be received in the School Office by <b>January 5, 2019</b>.</p> <p>Artwork must be camera ready and emailed to auction@stfoa.org <b>no later than January 15, 2019</b>.</p>
--	---

***Thank you for your donation and for your support of St. Francis of Assisi School!***