



Procurement Requirements

All St. Francis of Assisi School families are required to make a minimum contribution to the auction each school year. We thank you for considering going above and beyond the minimum and procuring or donating as much as you possibly can! Our students and faculty will benefit greatly from your generosity.

Every STFOA family is required to do at least **ONE** of the following:

- Procure an item(s) worth at least \$150.00
- Make a cash donation of at least \$150.00
- Become an Auction Sponsor
- Purchase an advertisement in the Live Auction Catalog

Procurement forms are due by the following deadlines:

Cash Donations

- If you choose to make a cash donation of \$150.00 or more, you must do so before **November 15, 2018**. At the discretion of the Auction Committee, the cash may go toward underwriting general auction costs or toward specific live items.
- Cash donations received after November 15th, 2018 will be charged a \$50.00 late fee, assessed through your FACTS account in Renweb.

Procurement Item Donations

- If you choose to procure merchandise or gift cards/certificates, you must procure a minimum of \$150.00 worth of merchandise or gift cards/certificates or a combination thereof, from an individual or business.
- All procurement forms for merchandise and gift cards/certificates are due no later than **December 14, 2018**. If your procurement form is not received in the school office by that date, your FACTS account in RenWeb will be charged a \$200.00 fee to fulfill your procurement requirement (\$150.00 procurement requirement + \$50.00 late fee).
- While procurement **forms** for merchandise and gift cards/certificates are due December 14th, actual procurement **items** are not due until Procurement Drop-Off on Wednesday,

Auction Co-Chairs

Dianna Leppa • diannadiva@aol.com • 206-931-4023 | Amy Rosenfield • aphilly@gmail.com • 206-850-4897

School Principal
Rosemary Leifer

School Commission Chair
Jerry Shields

Parents' Association President
Gretchen Longridge

Development Director
Gena Aiello



St. Francis of Assisi School • PO Box 870 • Seahurst, WA 98062 • 206-243-5690 • auction@stfoa.org

February 20, 2019 and Thursday, February 21, 2019. Please do **NOT** bring your procurement items until these dates because we do not have the space to store them securely.

Enclosed you will find a procurement letter of introduction for businesses and a procurement form. Additional copies are available in the school office or on the school website.

Please Note

Families must complete and turn in a procurement form whether they are donating cash, procuring merchandise and/or gift cards/certificates, purchasing advertising in the live auction catalog or sponsoring the auction.

Additional Important Information

1. Donations may be tax deductible. Check with your Tax Advisor.
2. Donations become the property of St. Francis of Assisi School and will be offered for sale at auction, the proceeds of which go to St. Francis of Assisi School.
3. Placement in Silent or Live Auctions will be determined by the Auction Committee. St. Francis of Assisi School reserves the right to combine and/or change item name for any reason, including to fit the theme of the auction.
4. We **will not** be able to accept clothing or shoes.
5. We **will not** accept photography services unless the photographer is a St. Francis of Assisi family.
6. We **will not** be accepting gift certificates for most services so please check with Dianna Leppa or Amy Rosenfield at auction@stfoa.org prior to turning in your procurement form. We **highly recommend** you purchase an ad in the live auction catalog for your service business, in lieu of donating a gift certificate.
7. We **will not** accept used items.
8. **All donated items must be new and in the original packaging.** Each individual item must be valued at or above \$50.00.
9. Exceptions will be made for **genuine** antiques or collectible items which **must come with a certificate of authenticity** or will not be accepted.
10. Gift certificates must cover the **full cost of the item.** We do not accept certificates that represent a percentage off the full price of an item or a certain dollar amount toward the full price of an item.
11. Gift Cards **must** be valued at no less than \$50.00 each.
12. St. Francis of Assisi School reserves the right to donate any and all unsold items to a charitable organization(s) of our choosing.

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