



Item # _____
(auction use only)

Solicitor Name: _____

AUCTION PROCUREMENT CONTACT SHEET

STEP 1: DONOR INFORMATION

New Donor

Previous Donor

Donor/Business Name: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ E-mail: _____

STEP 2: DONATION ITEM INFORMATION

Item description: (Please provide as many details as possible.)

Estimated Retail Value: \$ _____ Expiration Date (if any): _____

Item Restrictions/Limitations: _____

STEP 3: ITEM PICK-UP/DELIVERY:

Check one box:

Item is to be picked up by O'Hara

Pick-up Date: _____

Donor will send/deliver item to O'Hara

Date to be delivered by: _____

**Note: All items should be delivered to the front desk at O'Hara Catholic School.*

Item is attached

Special Notes: (Please specify any special requests or additional information below.)
