



## Silverwood School

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Tax ID # EIN: 91-1423631

# R.E.C.E.S.S. Auction Procurement Form

We gratefully acknowledge receipt of your generous contribution to our R.E.C.E.S.S. Auction. Proceeds from the Auction will go directly to facilities and programs to benefit the students at Silverwood School. Silverwood School is a 501c (3) organization. Donations are tax deductible to the extent the law allows.

*Please complete this form entirely to insure accuracy in our Auction Program.*

This donation is: ( ) Business ( ) Friend of Silverwood ( ) Parent

Contributor: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Description of donation (please include listing of all items and /or special instructions):

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

Any restrictions and/or expiration dates: (Keep in mind that our Auction is in March)

\_\_\_\_\_

Certificate to be printed by Silverwood \_\_\_\_\_ Certificate Included \_\_\_\_\_

Value \_\_\_\_\_ (Appraised, Valued, or Estimated)

Procured By \_\_\_\_\_

Procurement Number (**for office use only**) \_\_\_\_\_

*white copy-donor • pink copy-attach to item • yellow copy-procurement chair person*