

*For office use only*

Tracking #: \_\_\_\_\_

Catalog #: \_\_\_\_\_


# SOVREN Guild Auction Procurement Form

**Annual Auction – July 3, 2010**

*Thank you for your generous support! Please fill out this form as completely as possible.  
Keep the bottom copy- it is your donation receipt. Return the top two copies to the address below.*

*All procurement forms must be received by the procurement deadline, any donations received after then will be accepted for the following year's auction.*

## Procurement Deadline: June 14, 2010

DONOR INFORMATION				
<b>Donor or Company Name</b> (as it should appear in the catalog):		 <p><i>Racing from the past to help children in the future</i></p>		
<b>Donor Contact Person</b> (if different than above):				
<b>Donor Address:</b>	<b>City, State, Zip:</b>			
<b>Primary Phone:</b>	<b>Email:</b>	<b>Please contact me about:</b> <input type="checkbox"/> Volunteering at the races <input type="checkbox"/> Joining the Guild <input type="checkbox"/> Sponsorship opportunities <input type="checkbox"/> Vendor opportunities		
Alternate Phone:	Website:			
Fax Number:				
<th>ITEM INFORMATION</th>				ITEM INFORMATION
<b>Item Name:</b>		<b>Donor Stated Value:</b>	<b>Exp. Date (if applicable):</b>	
<b>Item Description</b> <i>(Please specify in full detail – include size, color, model, restrictions, etc.):</i> <hr/> <hr/> <hr/> <hr/>				
ADDITIONAL INFORMATION (PLEASE CHECK ALL APPLICABLE)				
<b>Delivery/Pick-up Information:</b> <input type="checkbox"/> Item is included with this form <input type="checkbox"/> Item will be delivered to the <b>Volunteer Tent on July 2, 2010 by 3pm</b>		<b>Item Information:</b> <input type="checkbox"/> Physical Item <input type="checkbox"/> Non-physical Item <i>i.e. gift certificate (Please include marketing materials for display)</i> <input type="checkbox"/> Donor to Provide Gift Certificate or <input type="checkbox"/> SOVREN Guild to provide Gift Certificate <input type="checkbox"/> Monetary Donation \$_____ <i>(Please make checks payable to: SOVREN Guild)</i>		
<b>Solicitor:</b> <b>Phone:</b>				
SOVREN Guild is a 501 (c) (3) non-profit organization. Our tax I.D. number is: 94-31664280				

SOVREN Guild, Attn: Barbara & Terry McMichael  
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Copy Distribution: White- Data Entry, Yellow- Remains with Item, Pink- Donor Receipt