



YOU BELONG • STAY CONNECTED

Tyee Middle School PTSA

13630 SE Allen Road, Bellevue, WA 98006

PROCUREMENT / DONATION FORM

Thank you in advance for your support!
(425) 456-6800

TAX ID # 91-0993165

Keep a copy of this receipt for tax purposes.

Donor Information	Circle one: Business Family/Personal Classroom/Teacher		
	Name : (Business Name or First and Last if Personal Donation)		Contact Person :
	Address:	Does your employer Match Funds for Donations? Y / N Employer:	
	Phone:	Fax:	
	Email:	Web-site:	
Procurer	Name :		Phone:
	Notes / Requirements:		
Type of Donation	Tangible Items: (Books, Clothing, Accessories, Gift Baskets, Art, Furniture, etc)		
	_____	Delivered with form	_____ <small>Date</small> To be delivered by donor
	_____		_____ <small>Date</small> Requires pick up by auction rep
	Intangible Items: (Gift Certificates, Services, Trips, etc)		
	_____	Gift Certificate/Attached	_____ PTSA to Make Certificate (**Items Required)
	_____ Expiration Date**		
	_____	_____	
	Print Name**	Authorizing Signature**	
Item Information	Item Name		Fair market Value: \$
	Item Description		
	Additional Restricitons or other Special Instructions or Notes :		