



# MORGANTON DAY SCHOOL

*For Office Use Only*

White - Donor

Yellow - Office

Pink - Purchaser Receipt

**MDS is a registered 501 (c)(3) not for profit.**

**Tax EIN #: 56-1226558**

Bidder #: \_\_\_\_\_

Winning Bid: \$ \_\_\_\_\_

## Morganton Day School Auction Procurement Form

Title of Item/Service/ Name for Catalog	Market/Estimated Value
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*Please check all that apply:*

- Item accompanies form** (for services & getaways, please attach pictures or brochures)
- Item to be delivered** (date: \_\_\_\_\_)
- I/we do not want this item to be bundled with any other items**
- Catalog advertisement** (if desired, please attach business card or camera-ready ad copy for the company below if donation is \$50 or greater in value)
- Cash Contribution** (please designate contribution amount \$ \_\_\_\_\_)

**Detailed Description:** (size, color, amount, dates, useful adjectives, special meaning to your family)

**Restrictions** (limitations, special conditions, expiration dates, additional costs involved)

**Procured by:**

Phone:

Address:

City, State, zip:

**Donor Information:** (as name should appear in catalog) Type of Donor - circle: Parent of Student, Alum, Parent of Alum, Business

Business/or Family Name:

Contact Person

Address:

City, State, Zip:

Phone:

email:

**Thank You for Your Support!**

Business Thank You    Family Thank You

Catalog #

Auction Tracking Database #

Date Received

Item Received    Y    N