

# Roseway Heights School Foundation

*"Supporting an innovative, equitable and excellent education"*

7334 NE Sisikyou, Portland, OR 97213

<http://www.rosewayheights.org/>

## Auction Donation Form

**Please return completed form to:**

Roseway Heights School Auction

Anne Wilson, Procurement Committee Lead

Phone: 971-207-0097, FAX 503-916-2631

Email: [annetwilson@comcast.net](mailto:annetwilson@comcast.net)

### Donor Information

Organization: \_\_\_\_\_ Contact \_\_\_\_\_

Name \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Day Phone \_\_\_\_\_ Evening \_\_\_\_\_

Phone \_\_\_\_\_

**Donation Information:** *(please provide as much information as possible including size, color, brand, conditions of use, expiration date, # of people, is the item hand-made, if it is a compiled item please describe complete contents)*

Detailed Item Description: \_\_\_\_\_

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

Retail Value of Donated Item \$ \_\_\_\_\_ Donor Signature \_\_\_\_\_

**Promotional Materials:** *(please check all that apply and provide information as requested)*

Gift certificate enclosed  Auction Committee to provide Gift Certificate

Donor will deliver items to RWH auction committee by 2/10/09

Donor wants RWH to pick-up donated auction items by: \_\_\_\_\_ (Date)

Donor will provide promotional materials  Donor would like to come to the auction

Description of promotional materials to be provided by donor: \_\_\_\_\_

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

Tax ID # 93-1149789

### For Auction Committee Use Only

Item Procured by: \_\_\_\_\_

Catalogue #: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_