



For office use only
Item # _____

Tracking # _____
Packaged? Yes _____ No _____

Procurement Form

Donation deadline: July 8, 2019

DONOR INFORMATION

PLEASE PRINT CLEARLY

Donor or Company Name (as it should appear in listings)

Donor or Company Contact Person

Donor Address

Phone Number _____

City _____ State _____ Zip _____

Email _____

Donation is

I personally authorize this donation.

☐ Business ☐ Personal ☐ Other: _____

Please send me an invitation to the auction.

ITEM INFORMATION

Item Name _____

Value ("fair market value" estimate by donor:) _____

Detailed Description: Include **RESTRICTIONS** on trips, tickets, travel, size, color, model number, etc. to ensure proper understanding of your donation. *(If donating a gift certificate, kindly designate expiration date as July 28, 2020. Thank you.)*

☐ Donation is a tangible item:

☐ Item accompanies this form

☐ Donor will deliver item by: _____

☐ Please arrange to pick up by: _____

☐ Donation is a gift certificate (*exp. date 7/28/20, please*):

☐ Donor's signed gift certificate accompanies form.

☐ Donor will provide the gift certificate by: _____

☐ SFA will provide the gift certificate.

Please return this form
by July 8, 2019 to:

WOU Smith Fine Arts Auction
The Cottage
345 Monmouth Ave. N
Monmouth, OR 97361
503-838-8333 • fineart@wou.edu



Western Oregon
UNIVERSITY
TOGETHER WE SUCCEED

QUESTIONS? CONTACT THE SMITH FINE ARTS OFFICE AT 503.838-8333 or fineart@wou.edu

Tax ID: 93-6033807 Your donation may be tax deductible. Please consult your tax advisor to see if you qualify.

*** PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS. ***