

Kent Valley Hockey Association Auction Procurement Form

Instructions: This form is intended to serve as a convenient work sheet for members contributing items for the KVHA Auction. An official 3-part form must be completed and accompany each donated item for the KVHA Auction. (Turn in **White** copy for Auction Committee, attach **Yellow** copy to merchandise or gift certificate and the **Pink** copy goes to the donor as receipt.)

The **Donor** information could be a business, a KVHA member, or a non-business contributor who is not a KVHA member. **Address** information and **Phone** should be related to the Donor.

Provide **Donor Contact Person** (generally a parent who acquired the donation), **KVHA Member** (player) and **Team** (the player's team). This is to assure the donation is credited to the appropriate member and team.

Please complete each field on the form and provide a thorough description of the donation for the auction catalog. The Title of the donation should be short but complete enough to capture the attention of potential bidders. The description should be complete enough for potential bidders to understand and appreciate the full value of the donated item.

The **Item #** and **Catalog #** box in the upper right corner should be left blank. Questions regarding this process can be directed to Auction@KentValleyHockey.com.

Kent Valley Hockey Association **PROCUREMENT FORM**

Kent Valley Hockey Association
Federal Tax ID #42-1547910
501(c)(3) charitable organization

Donor _____

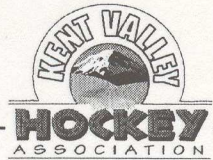
Address _____

City _____ State _____ Zip _____ Phone (____) _____

Donor Contact Person _____ KVHA Member _____ Team _____

Item #
Catalog #

Merchandise	-or-	Gift Certificate	-or-	Cash Donation	Display Material	Assembly
<input type="checkbox"/> I will deliver to ice rink		<input type="checkbox"/> Provided by donor		<input type="checkbox"/> Check attached	<input type="checkbox"/> It is attached	<input type="checkbox"/> Assembly required
<input type="checkbox"/> I need pick up help		<input type="checkbox"/> KVHA will print one		<input type="checkbox"/> Check will be mailed	<input type="checkbox"/> I'll deliver to ice rink	
				<input type="checkbox"/> In kind	<input type="checkbox"/> KVHA will furnish	
					<input type="checkbox"/> Display not needed	



Title of donation _____

Description of donation for catalog _____

Retail Value \$ _____

Turn in **White** copy to Auction Committee • Attach **Yellow** copy to merchandise or gift certificate • **Pink** copy to Donor as receipt