



**2024 Auction Procurement Form**  
Trivia Night Fundraiser and Auction  
Saturday, February 10, 2024 – Tacoma Yacht Club

|                        |  |                          |  |
|------------------------|--|--------------------------|--|
| <b>Donor/Business:</b> |  | <b>Contact Person:</b>   |  |
| <b>Address:</b>        |  | <b>City, State, ZIP:</b> |  |
| <b>Email:</b>          |  | <b>Phone:</b>            |  |

\_\_\_\_\_  I wish to remain anonymous.  
Donor or business name as it should appear in printed materials

I would like a donation letter acknowledging my contribution sent to the following address:

\_\_\_\_\_  Address is same as listed above (if not checked, enter below)

Name/Addressee

Street Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

- Check one:       Item, experience, gift certificate, service, or gift basket donation (provide details below)
- In-kind services, like signage, printing, decorations, etc. (provide details below)
- Cash Donation: \$ \_\_\_\_\_

Title/Short Description of Item:

Monetary/Fair Market Value: \$

Detailed Description of Item/Service (including sizes, color, quantity, brand, model number, etc.):

Restrictions – list **all** (expiration date, number of hours or people, age restrictions, availability, blackout dates, etc.):

Item Delivery Details (please check appropriate box)

- |  |  |
|--|--|
| <input type="checkbox"/> Item will be delivered by donor   | <input type="checkbox"/> Gift certificate will be delivered/mailed to TYSA |
| <input type="checkbox"/> Item must be picked up from donor | <input type="checkbox"/> TYSA may create a gift certificate                |
| Delivery Date: _____                                       | Pickup Date: _____   |
| Delivered To: _____  | Picked Up By: _____  |

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Donation Secured By (print name)

**Deadline for forms and item delivery is January 27, 2024.**

Return this form to the TYSA offices or via email to [mstelzner@tysamusic.org](mailto:mstelzner@tysamusic.org).

PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS

**Tacoma Youth Symphony Association | 901 Broadway, Ste. 500 | Tacoma, WA 98402 | 253-627-2792**

The Tacoma Youth Symphony Association is a registered 501(c)3 non-profit organization and your donations may be tax-deductible pursuant to IRS Tax Code. EIN # 23-7005522