



2018 OLYMPIA MASTER BUILDERS EDUCATION FOUNDATION

Auction Procurement Form

Date of Auction: Friday, May 18, 2018

Location: Hotel RL

Theme: Roaring 20's

DONOR INFO: Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ email: \_\_\_\_\_

2018 DONATION and ITEM DESCRIPTION: (this is how it will appear in program)

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

CONDITIONS ON ITEM: (Dates to be used - dimensions, etc.) \_\_\_\_\_

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

VALUE OF ITEM: \$ \_\_\_\_\_ CONTACTED BY: \_\_\_\_\_  
(Procurement Volunteer)

GIFT CERTIFICATE

- Will donor send it to the OMB office? yes no
- Does donor want OMB to prepare certificate? (OMB can't prepare restaurant / hotel certificates.) yes no

TANGIBLE ITEM

- Will donor deliver to OMB office? yes no
- Does donor need procurement person to pick-up? yes no
- If the item is a cash donation, does the donor want OMB to bill them? yes no

ATTEND THE AUCTION!

- Would donor like tickets to the OMB Auction? yes no

\_\_\_\_\_ SINGLE TICKET(S) \$95.00 by April 20th - \$120 on or after April 21<sup>st</sup>

\_\_\_\_\_ TABLE OF 8 \$720.00 per table (\$90 per person) by April 20<sup>th</sup> - \$960 on or after April 21<sup>st</sup>

- How would donor like to pay?  Bill  Donor will send check  Donor will call OMB with credit card

☛ Upon completion, fax to OMB Office at **360-754-7448** or mail to: **OMB, 1211 State Ave NE Olympia, WA 98506**, or e-mail a pdf to: **brianna@omb.org**

☛ **Deadline for item description to be included in Auction Catalog: Tuesday, May 1<sup>st</sup>, 2018**

☛ OMB EDUCATION FOUNDATION Tax ID Number: 81-4332603 The OMB Education Foundation is a 501(c)3