

# GALA PROCUREMENT 2023 - WESTIN BELLEVUE 3/18/23

PROCUREMENT FORM - **DUE DATE 02/22/23**

Donor Name \_\_\_\_\_

Company Name \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact \_\_\_\_\_ Position \_\_\_\_\_

Phone # \_\_\_\_\_ eMail \_\_\_\_\_

Website (for program) \_\_\_\_\_

Brief description of donation: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Restrictions (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fair Market Value: (Min \$50) \_\_\_\_\_

OR: In lieu of donation an item, you may make a monetary donation which will be recognized on the donation board that will be displayed prominently at the auction.

Monetary Donation (Min \$50): \_\_\_\_\_

## Type of Item:

Tangible  Intangible

Donated Item will be delivered to the Kirkland Chamber of Commerce

Please pick up my donation

Enclosed is my monetary donation

Donor to provide gift certificate to the Kirkland Chamber of Commerce

Kirkland Chamber of Commerce has my permission to create a gift Certificate

Donations may be packaged with other items. All items donated will be used in either the raffle or live auction.

May we Package your items if necessary?  Yes  No

Should the item not sell, the Chamber can use the item as a door prize.  
 Yes  No

Donation Authorized by Date  
\_\_/\_\_/\_\_

Name of Procurement Rep  
\_\_\_\_\_

Please mail or fax this form to:

Kirkland Chamber of Commerce  
400 Urban Plaza, Ste 135  
Kirkland, WA 98033  
Phone: (425) 822-7066  
Fax: (425) 827-4878  
info@kirklandchamber.org  
www.kirklandchamber.org

