

Procurement #

Package w/Proc. #

PROCUREMENT FORM

Tesseract School *Casino Night* March 19, 2010

4800 East Doubletree Ranch Road ~ Paradise Valley, AZ 85253

Please return form by February 15, 2010 ~ Mail to Attn: Development Office

Contact Phone: (480) 991-1770, x202 ~ **Fax:** Form may be faxed to: (480) 991-1954

TY Sent:

Certificate

Donor Company/Name:		Phone:	Fax:
Contact Name/Name for Thank You <i>(if different from above) :</i>		Contact E-mail Address:	
Mailing Address (Including City, State, Zip):		Donor Name for Catalog <i>(List exactly as you wish it to appear in auction catalog):</i>	
Item Donated:	Donor Stated Retail Value: \$	Company Web Site/Additional Info:	
Donation Description (e.g. color, quantity, size, number of people, etc.): <i>(Please fill out completely and attach supplemental information as this will be used to write the auction catalog description.)</i>			
Restrictions (Please state any limitations or special restrictions): <i>applicable):</i> _____ <i>(If field is blank, Tesseract will assume there are no limitations, special restrictions, or expiration date.)</i>		Expiration Date (if	
For Tangible Items: <input type="checkbox"/> Item accompanies donor form. <input type="checkbox"/> Donor/company will deliver/send to Tesseract on <i>(date)</i> : _____ <input type="checkbox"/> Donor requests Tesseract pick up donation the week of: _____		For Intangible Items: <i>(Donor - Please include any appropriate display materials.)</i> <input type="checkbox"/> Certificate accompanies donor form. <input type="checkbox"/> Donor will provide a certificate by <i>(date)</i> : _____ <input type="checkbox"/> Donor requests Tesseract make a certificate.	
For Cash Donations: <input type="checkbox"/> Check enclosed. <input type="checkbox"/> Donor requests Tesseract send an invoice.		Please add me to the gala invitation list: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Donor Signature: _____

Tesseract Rep. Signature: _____

White sheet & Yellow sheet – Tesseract School copies. Pink sheet – Donor copy.