



Mail: P.O. Box 58249 • Renton, WA 98058
Street: 16707-174th Avenue SE • Renton, WA 98058
Phone: (425) 255-7273 • *Fax:* (425) 255-6101
 Tax Identification Number: 91-0758375

INSTRUCTIONS FOR DONOR:

Please complete a form for EACH item donated, make a copy for your records, then forward the original form to Rainier Christian Schools. *If donating more than one item, please make extra copies of this form.*
 Thank you!

FOR RCS AUCTION COMMITTEE USE ONLY		
Date Form Rec'd	Date Item Rec'd	Section
Item #	Package #	Catalog #

SECTIONS A - C MUST BE COMPLETED

Check ALL That Apply Parent / Student / Alumni Staff / Teacher
 Business Friend / Other

DONOR / BUSINESS NAME (for listing in catalog): _____

TELEPHONE: () _____

A

CONTACT PERSON (if different than above): _____

FAX NUMBER: () _____

ADDRESS: _____

E-MAIL: _____

CITY / STATE / ZIP: _____

WEBSITE: _____

DONATED ITEM: _____

VALUE OF ITEM: \$ _____

B

(Please use one form for EACH item / basket / set that will be sold - simply copy a blank form.)

DETAILED DESCRIPTION: (to be listed in the auction catalog) *Include item's specifics: name/title, size, color, brand, model number, any restrictions, days available, expiration date, location, etc.*

Item Description: _____

Availability Restrictions: Anytime Only on _____ Other _____

THIS ITEM IS:

- Tangible Item (chair, book, car, clothing, etc.) Tangible item accompanies this form. Item will be delivered on _____. (Label with Donor's name) Item to be picked up on _____.
 Intangible Item (gift certificate or coupon for service, trip, etc.) Business certificate or coupon attached. This form serves as certificate. **(Please fill out Section D below)**

SIGNATURE OF DONOR : _____

C

DATE: _____

PROCURER'S NAME: _____

PHONE NUMBER: () _____

RCS CAMPUS: _____

D AUCTION GIFT CERTIFICATE

Authorized by: _____

To Obtain, Contact: _____ Phone: () _____

OR: Bring this form to service provider Other: _____

Certificate Expires: One year from date of auction Other: _____

Miscellaneous Info: _____