



## Preserving Our Scholastic Heritage

### Procurement Form

#### PROCUREMENT FORM

St. Francis High School (*Federal Tax ID# 95-1768858*)

200 Foothill Blvd., La Canada, CA 91011

Tel: (818) 790-0325 Fax: (818) 790-5565

AUCTION ITEMS DUE BY JAN 16, 2014

#### MiniPOSH OFFICE USE ONLY

SFHS Dev#:

Auction Type:

Catalog #:

Category:

#### DONOR INFORMATION

Donor Name \_\_\_\_\_ Anonymous? Yes ☐ No ☐

Contact Name (If Donor is a company): \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### DONATION INFORMATION

Name of Item Donated: \_\_\_\_\_

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

Usage Restrictions/Expiration Date: \_\_\_\_\_

Fair Market Value \$: \_\_\_\_\_

☐ Item/Certificate enclosed

☐ Please pick the item up at \_\_\_\_\_ on \_\_\_\_\_

☐ Please create a certificate for me

**St. Francis High School deeply appreciates your generosity and support!**



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AUCTION ITEMS DUE BY JAN 16, 2014

**MiniPOSH OFFICE USE ONLY**

SFHS Dev#: \_\_\_\_\_

Payment Method \_\_\_\_\_

Check # \_\_\_\_\_

Check Date \_\_\_\_\_

**DONOR INFORMATION**

Donor Name \_\_\_\_\_ Anonymous? Yes ☐ No ☐

Sponsor Name (As it is to appear in program): \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**SPONSORSHIP OPPORTUNITIES**

As we prepare for MiniPOSH 2014, we have once again set an ambitious underwriting goal. Each year our success is the result of hard work and your overwhelming generosity. With your contribution, we will begin this "knight" with a great head start. Our goal is to underwrite all of our expenses.

St. Francis Circle \$10,000 \_\_\_\_\_

Friars Circle \$1,000 \_\_\_\_\_

Assisi Circle \$5,000 \_\_\_\_\_

Golden Knight \$500 \_\_\_\_\_

President's Circle \$2,500 \_\_\_\_\_

Brown & Gold \$250 \_\_\_\_\_

Please make checks payable to St. Francis High School - MiniPOSH 2014

Should you wish to make a gift using a credit card, please call (818) 790-0325 ext. 504

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