

**2018 Seattle University Athletics Red Tie Celebration****Acquisitions Form**

Donations are published weekly. Please submit your donation now!

Email completed forms to: yuju@seattleu.edu

Turn in your form no later than **May 5, 2018** to guarantee program inclusion

DONOR INFORMATION		
Donor Name (as it would appear in auction catalog)		
Contact Name (for arrangements)		Contact Phone (for arrangements)
Address	City	State/Zip
Phone	Fax	Email
Name of Individual for Thank You/Tax Letter (if different from donor/contact name)		
DESCRIPTION OF DONATED ITEM		
Item	Fair Market Value (donor provides for tax purposes) \$	
Item Description: Please be complete as possible as this information will be used to write the auction catalog description (color, quantity)		
Expiration date (if any) ___/___/___ (expiration date on gift will be May 31, 2018 unless otherwise noted)		
Restrictions: Please state any limitation or special restrictions (time/date, location, gratuity note included, etc.)		
Note: Please submit photos if at all possible.		
<b>Tangible Items:</b> (item to be displayed at auction) <input type="checkbox"/> Item accompanies donor form <input type="checkbox"/> Donor will deliver to Seattle U by ___/___/___ <input type="checkbox"/> Donor requests pick-up (please call to arrange)	<b>Intangible Item:</b> (Donor: please include any display materials) <input type="checkbox"/> Certificate accompanies form <input type="checkbox"/> Donor requests certificate created by Seattle U	
Please indicate which sport donated item will benefit:		
Signature of Donor _____ Date _____ (Donation cannot be processed without donor signature. If submitted electronically, entering you name serves as your signature)		
<b>Please Send Completed Form to Seattle University – Tax ID: 91-0565006</b> 901 12 <sup>th</sup> Ave, PO Box 222000 – Seattle, WA 98122 P: (206) 398-4428 F: (206) 296-2154 email: <a href="mailto:chandonm@seattleu.edu">chandonm@seattleu.edu</a> This certifies the donor has received nothing of value in exchange for this donation		
Solicitor: _____		

**For Office Use Only**

Item No.	Tangible Item: Yes or NO
Entered by:	Date: