



2017 JDRF GALA PROCUREMENT FORM

JDRF Western PA Chapter

501 Martindale Street, Suite 670, Pittsburgh, PA 15212 Fax: 412-471-1417

Please Return Form by February 1, 2017

JDRF Tax ID# 23-1907729

JDRF 25th Anniversary Promise Gala
David L. Lawrence Convention Center
March 18, 2017

Donor Company/Name		Phone	Fax	Email Address
Contact Name <i>(if different from above)</i>		Company Website		
Address		Donor Name for Catalog <i>(List exactly as you wish to appear in Auction Catalog)</i>		
Item Donated	Donor Stated Retail Value \$	Name of Individual for Thank You <i>(if Different than Donor/Contact Name)</i>		
Donation Description (i.e. color, quantity, size, number of people, etc.) <i>Please be complete as this will be used to write the auction catalog description.</i>				
Restrictions: Please state any limitations or special restrictions. Expiration Date <i>(if applicable)</i>: _____ <i>(If field is blank, JDRF will assume there are no limitations or special restrictions.)</i>				
For Tangible Items:		For Intangible Items: <i>(Donor: Please include any appropriate display materials)</i>		
<input type="checkbox"/> Item accompanies donor form <input type="checkbox"/> Donor/company will deliver/send to JDRF office on <i>(date)</i> _____ <input type="checkbox"/> Donor requests JDRF pick up donation the week of _____		<input type="checkbox"/> Certificate accompanies donor form <input type="checkbox"/> Donor will provide a certificate by <i>(date)</i> _____ <input type="checkbox"/> Donor requests JDRF make a certificate		

Signature of Donor _____

Signature of JDRF Rep. _____

White Sheet & Yellow Sheet - JDRF Copies; Pink Sheet - Donor Copy
All donations become property of JDRF and will be utilized for maximum benefit of the organization.

Procurement Item # _____ Package # _____