



## Donor Information Procurement Form

2026 Spring Gala & Auction  
***Sparkle, Shine, and Inspire***  
Saturday, March 7, 2026  
2508 Hoyt Avenue Everett, WA 98201

Please complete this procurement form and submit to Our Lady of Hope School or  
Email form to: [auction@ladyofhopeschool.org](mailto:auction@ladyofhopeschool.org), Auction Coordinator Catrina Coulson # 206-353-6025

Donor's name:	Address:
Business name:	City:
Website:	State:
	Zip:
Contact name:	Phone #:
E-mail:	Fax #:

### Item Information—Please Complete All Sections

Fair Market Value \$

#### Item Name:

**Item Description for Catalog:** (Please include a complete description of the item, including quantity, number of persons item is for, date, and all special conditions and restrictions)

#### CHECK ALL THAT APPLY:

- ☐ Item to be delivered by donor
- ☐ Item to be picked up by School Representative
- ☐ Donor provides certificate
- ☐ School to create certificate

Lady of Hope School Representative:  
Phone:

#### For Auction Use Only

Item Number \_\_\_\_\_  
\_\_\_\_\_ Live Auction  
\_\_\_\_\_ Silent Auction  
\_\_\_\_\_ Entered into Database  
\_\_\_\_\_ Needs Gift Certificate Made

Our Lady of Hope School is a 501-C (3) Tax Exempt Organization. **Tax ID #91-0521962.**  
Thank you for your support!

