

**JDRF HOPE GALA
November 4, 2017
Westin Charlotte**

Procurement Form

Please complete and return to Jenn Park (address below) by September 30, 2017.

JDRF is a 501(c)3 organization, tax ID #23-1907729

DONOR INFORMATION

Company/Individual Name _____ Contact Name _____
Donor Name *(list exactly as you wish to appear in auction catalog)* _____
Address _____ City _____ State _____ Zip _____
Phone _____ Fax _____ E-mail Address _____
Company Website _____
Company Facebook Link _____ Company Twitter Handle _____

AUCTION DONATION

Name of Item Donated _____ Donor Stated Retail Value \$ _____

For Tangible Items:

- Item accompanies donor form
- Donor/Company will deliver or send to JDRF office of _____
- Donor requests JDRF pick up donation week of _____

For Intangible Items: (Donor: please include any appropriate display materials)

- Certificate accompanies donor form
- Donor will provide a certificate by _____
- Donor requests JDRF make a certificate

FOR INTERNAL USE ONLY	
Procurement #	_____
Package #	_____
Catalog #	_____
Item Recd.	Y _____ N _____
Certificate	_____

Donation Description (i.e., color, quantity, size). Please be thorough, as this information will appear in the auction catalog:

Restrictions - Must state any limitations or special restrictions (if field is blank, JDRF assumes there are none):

SUBMIT FORM

Express & Regular Mail: JDRF, Attn: Jenn Park, 205 Regency Executive Park Drive, Suite 102, Charlotte, NC 28217

E-mail: Include donor's physical handwritten signature and scan to jpark@jdrf.org

Fax: (704) 561-9920. For further information please call the JDRF office at (704)-561-0828.

Signature of Donor _____ **Signature of JDRF Rep** _____
(Form cannot be processed without handwritten signature from donor)

I am unable to donate an item, but have included a donation in the amount of \$ _____

I am interested in attending the 2017 Hope Gala; please add me to the invitation list. Y/N

All donated items become property of JDRF and cannot be returned to the donor.

