



Newport High School PTSA
 4333 Factoria Boulevard, Bellevue, WA 98006 Ph: _____

Procurement / Donation Form

Thank you for your support!

1. Please complete a form for each donated item.
2. All forms must be received by March 31, 2025.
3. Online forms are also available at _____
4. Completed forms can be left in the PTSA mailbox in the main office.

TAX ID# 91- _____
 Keep a copy of this receipt for tax purposes.

Donor Information	Circle one: Business Family/Personal	
	Name : (Business Name or First and Last if Personal Donation)	Contact Person :
	Address:	
	Phone:	Fax:
	Email:	Web-site:
Procurer	Name :	Phone:
	Notes / Requirements:	

Type of Donation	Monetary: (Check)	
	_____ Delivered with form Date _____	_____ To be delivered by donor
		_____ Date _____ Requires pick up by Committee
	In-Kind: (Gift Certificates, Services, Tangible items)	
	_____ Gift Certificate/Attached	_____ PTSA to Make Certificate
	_____ Expiration Date**	_____ (**Items Required)
	_____ Print Name**	_____ Authorizing Signature**

Item Information	Item Name	Fair market Value: \$
	Item Description	
	Additional Restrictions or other Special Instructions or Notes :	