Procurement Form

Organization of Parents and Teachers
of Evergreen Academy
16017 118th Place NE
Bothell, Washington 98011
425-488-8000
Evergreenopt@outlook.com
Tax ID # 91-0986000

For Office Use Only		
Item #	Catalog #	Date received

❑ Certificate ❑ Tangible Item

Donor/Business Name (for listing in Catalog)	Contact Name (if different)
Address	Email
City, State, Zip	Phone
Donated item (Use a separate form for each item)	Value of Donation **(required)**

Detailed Description (include size, color, brand, model number, any restrictions, days available, expiration date, location.)

This item is a(n):

❑ **Tangible item (chair, car, clothing, etc.):** ❑ Tangible item accompanies this form
❑ Please pick up, Call _____
❑ Item will be delivered on _____ (Label with donor's name.)

❑ **Intangible item (gift certificate, service, etc.)** ❑ Business certificate attached
❑ Form completed at bottom (Signature required.)

Signature of Donor Date	Evergreen Academy Family Name