



**Auction Procurement Form**  
**JDRF South Carolina Gala**  
**May 14, 2022**

Please complete and return to Megan Ritchie by April 23, 2022

**DONOR INFORMATION:**

Company/Individual Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Donor Name \_\_\_\_\_  
(list exactly as you wish to appear in online Auction Catalog)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Name of Individual for Thank You (if different than Donor/Contact Name) \_\_\_\_\_

**AUCTION DONATION:**

Item Donated \_\_\_\_\_ Donor Stated Retail Value \$ \_\_\_\_\_

**Donation Description (i.e. color, quantity, size, number of people, etc.)**  
**Please be complete as this will be used to write the auction description.**

**Restrictions: Please state any limitations or special restrictions.**  
**If field is blank, JDRF will assume there are no limitations or special restrictions.**

**Expiration Date (if applicable):** \_\_\_\_\_

**For Tangible Items:**

- ☐ Item accompanies donor form
- ☐ Donor/Company will deliver/send to JDRF office on \_\_\_\_/\_\_\_\_/\_\_\_\_
- ☐ Donor requests JDRF pick up donation week of \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Intangible Items:**

- ☐ Certificate accompanies donor form
- ☐ Donor will provide a certificate by \_\_\_\_/\_\_\_\_/\_\_\_\_
- ☐ Donor requests JDRF make a certificate

**FOR INTERNAL USE ONLY**

Procurement # \_\_\_\_\_  
Package # \_\_\_\_\_  
Item Recd. Yes ☐ No ☐

**HOW TO SUBMIT FORM:**

**Express & Regular Mail:** JDRF, Attn: Megan Ritchie, 216 South B Street, Easley, SC 29640

**E-mail:** Include donor's signature and scan to [mritchie@jdrf.org](mailto:mritchie@jdrf.org)

**Fax:** (864) 770-0279. For further information please call Megan Ritchie at (864) 506-5747.

**Signature of Donor** \_\_\_\_\_ **Signature of JDRF Rep.** \_\_\_\_\_

- ❖ I am interested in attending the 2022 JDRF SC Gala; please send more information. Y \_\_\_\_ N \_\_\_\_
- ❖ I am unable to donate an item, but have included a donation in the amount of \$ \_\_\_\_\_

All donated items become property of JDRF and cannot be returned to the donor. JDRF is a 501(c) 3 organization, tax ID #23-1907729