

# ALL IN FOR INCLUSION



## PROCUREMENT FORM

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Would you like an invitation to the event?  Yes  No

Fair Market Value (Required): \$ \_\_\_\_\_

DESCRIPTION OF ITEM FOR CATALOG  
Including quantity, size, color, number of persons, rights and restrictions - including expiration date.

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Restrictions (If any): \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Date Restrictions: \_\_\_\_\_  
Max. People: \_\_\_\_\_  
Other: \_\_\_\_\_

### Tangible/Physical Item

- Item will be delivered with Procurement Form
- Item will be delivered later \_\_\_/\_\_\_/\_\_\_
- Item is part of a package

### Intangible Item/Gift Certificate

- Gift Certificate delivered with form
- Gift Certificate will be delivered later \_\_\_/\_\_\_/\_\_\_
- The Arc of King County will create the certificate

The Arc of King County  
233 6th Ave N Seattle, WA 98109

Tax ID#: 91-0594684

arcofkingcounty.org

Please contact Madeline Wood, with any questions.  
mwood@arcofkingcounty.org

Office Use Only

Employee: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

SF:  TY:  Ref. Code: \_\_\_\_\_

Auction Item Number: \_\_\_\_\_