

The Arc of King County's Legacy Gala &  
*Masquerade*  
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.

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: \_\_\_\_\_