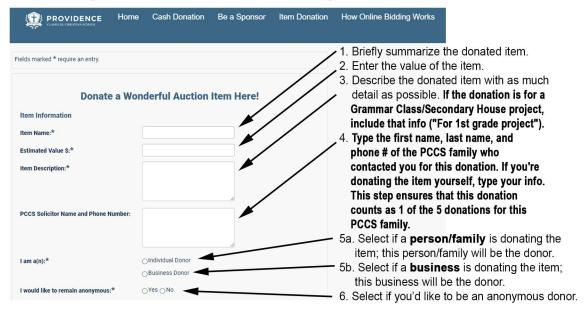
How to Fill Out an Online Procurement Form

Filling out a procurement form can be tricky. Follow the numbered instructions to help us collect the correct information for each donated item. Pay special attention to the tips in **bold**.

NOTE: Each donated item needs its own procurement form.

Fill in the following information about the **item** being donated:



Fill in the information about the **donor** of the item. The online form changes if a person/family or a business is the donor, so be sure to fill in the correct information.

For an **individual donor**, fill in the boxes about the **person/family who is donating the item**, and then click Submit.

First Name:*		
Middle Name:		
Last Name:*		
Address:*		
Address2:		
City:*		
State;*	Select a State	
Postal Code:*		
Country:*	United States	
At least one phone number is required.*		
Mobile Phone:		
Home Phone:		
Work Phone:		
Email:*		

For a **business donor**, fill in the boxes about the **business** that is donating the item, and then click Submit. **NOTE: Fill in the First Name and Last Name boxes with the business contact's name.**

Company:*		
First Name:*		
Middle Name:		
Last Name:*		
Address:*		
Address2:		
City:*		
State:*	Select a State	
Postal Code:*		
Country:*	United States	
At least one phone number is requir	ed.*	
Mobile Phone:		
Home Phone:		
Work Phone:		
Email:*		