

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:

The screenshot shows the 'Item Donation' section of the Providence Classical School website. The form is titled 'Donate a Wonderful Auction Item Here!'. It includes fields for 'Item Name', 'Estimated Value', 'Item Description', 'PCCS Solicitor Name and Phone Number', and 'I am a(n)'. There are also radio buttons for 'Individual Donor', 'Business Donor', 'Yes', and 'No'. A note at the bottom states 'Fields marked * require an entry.'.

1. Briefly summarize the donated item.
2. Enter the value of the item.
3. Describe the donated item with as much detail as possible.
4. **Type the first name, last name, and phone # of the PCCS family who contacted you for this donation. If you're donating the item yourself, type your info. This step ensures that this donation counts as 1 of the 5 donations for this PCCS family.**
- 5a. Select if a **person/family** is donating the item; this person/family will be the donor.
- 5b. Select if a **business** is donating the item; this business will be the donor.
6. Select if you'd like to be an anonymous donor.

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.

The screenshot shows the 'Contact Information' section for an individual donor. It includes fields for 'First Name', 'Middle Name', 'Last Name', 'Address', 'Address2', 'City', 'State', 'Postal Code', 'Country', 'Mobile Phone', 'Home Phone', 'Work Phone', and 'Email'. A note at the bottom states 'At least one phone number is required.'.

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.**

The screenshot shows the 'Contact Information' section for a business donor. It includes fields for 'Company', 'First Name', 'Middle Name', 'Last Name', 'Address', 'Address2', 'City', 'State', 'Postal Code', 'Country', 'Mobile Phone', 'Home Phone', 'Work Phone', and 'Email'. A note at the bottom states 'At least one phone number is required.'.