

HEART Auction Procurement Update On-Line Procurement Is Now Available

To enter your donations on-line for the 2008 HEART Auction please follow these simple instructions:

- ∞ Go to the Holy Rosary Web Site and click on the HEART auction link
- ∞ Identify whether you are the donor or you have procured an item from a business

If you are the donor:

- 1) Please read the directions carefully on the first screen about how to print a label
- 2) Click on the blue 'Donate Item' button to be taken to the auction software RSA
- 3) Click on the Donate Auction Item or Service button on the far left of the screen
- 4) Enter yourself as the donor (please make sure you identify how you would like to be recognized in the catalog)
- 5) Enter the Value of the item or service
- 6) Describe your item or service in as much detail as you think we need
- 7) If you have any restrictions (i.e., expiration date, item not to be bundled with other items, etc.) please list them on the restrictions section.
- 8) Indicate how the item will be delivered to school (If you choose the option that you will deliver, please make sure to print a label once you are done.)
- 9) Please indicate how you would like the item to be displayed
- 10) Please note if you need a gift certificate created by our auction committee or you have one already.

If you have procured from a business we need to capture some information before we take you to the auction software. This is to ensure we track that you have fulfilled your donation obligation:

- 1) You will be taken to screen to enter your family information and the business you have procured from
- 2) Click on the continue button at the bottom
- 3) You will now be taken to the auction software and you can follow the 10 steps above identifying the business as the donor. Please be sure to only enter the business name in RSA, as we have all of your information from the previous steps.

Once you have entered the item you cannot change it or view it. If you have questions or need to change the donation please contact Karri Lange (karrilange@comcast.net) or Katie Cunningham (Katie_madrid@hotmail.com).

Procurement forms and solicitation letters are available in the office. Still don't know what to donate? Go to the Holy Rosary web site for donation ideas or contact our procurements chairs Karri & Katie.

Your donation must be entered on-line by Feb 1st!