

Auction Item Donation Form

St. John School, Ellisville, Missouri

Saturday, March 11, 2023

ST. JOHN SCHOOL
A PERSONALIZED LEARNING ACADEMY

DONOR INFORMATION:

NAME (Exactly as it should appear in the catalog) : _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

ITEM DESCRIPTION:

(Please be specific, including expirations, limitations and/or available dates.)

Check here if paperwork needs to accompany item on display.

FAIR MARKET VALUE

\$ _____

IRS requires that every gift must have a specific dollar value. Your contribution may be tax deductible at its present fair market value as estimated by you, the donor. No goods or services were provided in return for this contribution.

Please keep a copy of this form for your records. It is the only receipt you will receive.

DONATION:

(Please check one)

- Accompanies this form
 Donor will deliver to St. John School office Date: _____
 Item needs to be picked up by St. John volunteer Date: _____

Free Ad for Items Valued Over \$200 • Ads must be received by January 31, 2023

Donated Value greater than \$200 receives a free *business card ad* (3.5"x2.125").

Donated Value greater than \$250 receives a free *half page ad* (3.5"x4.75").

Donated Value greater than \$500 receives a free *full page ad* (7.5"x4.75").

Please submit your ad in PDF or JPEG formats to STJAuctionTeam@gmail.com

PLEASE NOTE

Auction donations are due by January 31, 2023 in order to be recognized in the catalog.

Donations received after the deadline will be recognized in the addendum.

THANK YOU FOR YOUR SUPPORT OF ST. JOHN SCHOOL!

OFFICE USE ONLY

ACQUISITIONS: Name of Solicitor: _____ Date Item Received: _____

WAREHOUSE: Tag #: _____ Storage Location: _____

CATALOG: Procurement #: _____ Catalog #: _____