

# AUCTION ITEM DONATION FORM

St. John School, Ellisville, Missouri  
34<sup>th</sup> Annual Auction: Saturday, April 24, 2021.

## 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

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

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

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

Please submit your ad in PDF or JPEG formats to [kporta@pathfinderstl.org](mailto:kporta@pathfinderstl.org)

## PLEASE NOTE

**Auction donations are due by April 1, 2021 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 #: \_\_\_\_\_