



AUCTION DONATION FORM

St. Monica Catholic School

4320 87th Ave SE
Mercer Island, WA 98040
206-232-5432
www.stmonicasea.org

AUCTION COMMITTEE USE ONLY:

Tracking Number: _____
Date received: _____
Category: _____
Initials: _____

TITLE OF ITEM/SERVICE

FAIR MARKET/ESTIMATED VALUE

\$

CHECK ALL THAT APPLY:

- ITEM (please attach this form to item)
- GIFT CERTIFICATE (attached)
- CREATE GIFT CERTIFICATE (use information on this form)
- ITEM TO BE DELIVERED Date: _____
- ITEM TO BE PICKED UP Contact Name: _____ Phone: _____
- CASH DONATION Amount \$ _____

My employer provides Matching Funds.

Please make checks payable to **St. Monica School**

- CORPORATE SPONSORSHIP \$500 \$1,500 \$3,000 Other _____

We will contact you with more information. Thank you!

DETAILED DESCRIPTION (include: quantity, size, color) **NOTE:** Catalog Description will be made from this information:

RESTRICTIONS / EXPIRATION DATE (limitations, special conditions):

DONOR INFORMATION:

Name: _____ Phone: _____
Street Address: _____ City: _____ State: _____ Zip: _____
E-mail: _____
Contact Name for Arrangements: _____ Phone: _____

SOLICITING FAMILY (for procurement credit):

Name: _____ Phone: _____

Email form to auction@stmonicasea.org Please make a copy for your tax records.

St. Monica School is a registered 501 (c)(3) Non-Profit Organization. **Federal Tax ID #91-0724244**