

TOPS Annual Spring Auction - May 2, 2009 **DONATION FORM**

• Procurement Deadline: April 6, 2009 • Fill out all sections completely • Please Print • Use a separate form for each donated item

TOPS Parent/Solicitor _____

Phone _____ Date: _____

Donor Information:

Donor Name _____

Company Contact Name _____

Address _____

City/State/Zip _____

Phone _____

Donor is: (please check one) Business TOPS Parent

Friend/Family of Parent Faculty TOPS Alumni

TOPS is a Seattle Public K-8 School

2500 Franklin Ave. E. Seattle, WA 98102 206-252-3510

Donations to TOPS are tax deductible 501(C)(3) 94-3142402

Pink Copy: Donor Receipt. White Copy: Submit to TOPS office by April 6, 2009. Yellow Copy: Attach to item upon delivery.

Item Name:

Detailed Item Description: (quantity, size, color, etc.)

Restrictions: (expiration date, blackout dates, etc.)

Fair Market Value of Item: (estimate if necessary) \$

Please Indicate:

Item or gift certificate accompanies this donor form.

Item or gift certificate will be delivered to TOPS office by **4/17/09**.

Item will be delivered to auction location by 10:30a.m. on **5/02/09**.

Auction committee should create a gift certificate for this item.

For auction committee use: Item# Catalogue #

Create Certificate _____ Location _____ Live _____ Silent _____

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