### 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**

#### DONOR INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor Name</td>
<td></td>
</tr>
<tr>
<td>Company Contact Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip</td>
<td></td>
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<tr>
<td>Phone</td>
<td></td>
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</tbody>
</table>

#### DONOR INFORMATION

- **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 10:30 a.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: