

# AUCTION DONATION FORM

Tax ID #: 58-2416044

Queen of Angels Catholic School — Advancement Office  
11340 Woodstock Road, Roswell, GA 30075  
770-518-1804 ext. 104 Fax: 770-518-0945

[www.qaschool.org](http://www.qaschool.org)



*Instructions: Donors should fill out this form completely. The bottom yellow copy is for your tax records. If you would like to provide promotional materials, menus, or brochures with your item, please include with this form.*

## ITEM INFORMATION

NAME OF ITEM: \_\_\_\_\_

DESCRIPTION: (will appear in catalog)

RESTRICTIONS: (expiration, blackout dates, etc.)

Fair Market Value: \$ \_\_\_\_\_

THIS ITEM IS (check one)

**GIFT CERTIFICATE**

attached to this form

provided by donor on \_\_\_/\_\_\_/\_\_\_

created by QA

**MERCHANDISE**

provided with completed form

dropped off by donor on \_\_\_/\_\_\_/\_\_\_

picked up on \_\_\_/\_\_\_/\_\_\_

## DONOR INFORMATION

NAME OR BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE(S): \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

DONOR NAME TO APPEAR IN CATALOG: \_\_\_\_\_

QA REP SECURING DONATION: \_\_\_\_\_ PHONE: \_\_\_\_\_

### For Office Use Only

\_\_\_\_\_ Event \_\_\_\_\_ Date Entered \_\_\_\_\_ Category \_\_\_\_\_ Item Number \_\_\_\_\_ Catalog

Comments \_\_\_\_\_