



DONOR FORM

Jose Ortega Elementary School 2009 Auction

Auction to be held: May 9, 2009

Deadline for donations: April 17, 2009

Donor / Company name: _____

Contact: _____

Address: _____
(to mail tax document and thank you letter)

City: _____ State: _____

Zip: _____ Email: _____

ITEM DESCRIPTION

Please provide a detailed description of your donated item

Website (for auction catalog): _____

Restrictions for use (if any): _____

Solicited by (JOES Rep): _____

Item Retail Value: \$ _____

Number Donated: _____

Total Value: \$ _____

Please check relevant boxes:

This donor form to act as Gift Certificate

Expiration date: ____ / ____ / ____

Arrange for pick-up

Donated Item / Gift Certificate accompanies form

Donor will deliver item(s) to school before 4/17/09

Donor's signature _____ Date _____

Please complete and return this form by April 17, 2009 to: JOES PTA Spring Auction, 400 Sargent St., San Francisco, CA 94132. You are welcome to include any marketing materials or business cards that you would like us to display at the auction.

Questions? E-mail: fundraising@joseortegaschool.org

The Jose Ortega Elementary School PTA is a 501 (c) 3 organization (ID #94-3190930) and donations are tax-deductible as allowed by law.