

Saint Theresa Catholic School

5001 East Thomas Road Phoenix, AZ 85018

DONATION INVENTORY FORM

(PLEASE NOTE: Receipt cannot be issued if not fully completed, including signature. Please print legibly.)

Date: _____ Event: _____
(DD/MM/YR) (Auction, General School Donation, ECC/CEP, Dad's Club, Spring Festival, etc.)

Solicitor: _____ Email: _____ Phone: _____
(Full Name)

DONOR INFORMATION

Donor is: [] Individual [] Organization/Company

Donor Name (as it should appear on receipt and in print): _____

Name/Title of Contact Person (for Organization/Company): _____

Address: _____ City: _____ ST: _____ Zip: _____
(Corporate Address if Corporate Donation)

Home Phone: (____) _____ Business/Cell Phone: (____) _____ Email: _____

ITEM INFORMATION

Detailed Item Description: _____
(Provide Full Itemized Description: Brand, Size, Color, Amount, Time Availability, Seat(s) Location, etc.)

Estimated Fair Market Value of Item: \$ _____ (Determined by donor.)

Form of Gift: Gift Certificate [] Gift Card [] Item [] Tickets [] Check [] Check # _____
Cash [] Credit Card Payment [] (Proof of credit card processing must be attached to form.)

If Monetary Donation: for [] General Underwriting [] Restricted Gift for _____

Misc. Notes: _____

DONOR SIGNATURE

Donor Signature: _____ Date: _____

The Donor Signature line must be signed to verify that the "estimated fair market value" amount was provided by the actual donor.

Saint Theresa Catholic School is a 501(c)(3) nonprofit organization and will provide Donor with a Donation Acknowledgement Letter for receipt. Per IRS Regulations, any item you value over \$500 requires IRS Form 8283; any item you value over \$5,000 requires Form 8283 and a written appraisal. Should you have any questions on the above, please refer to www.irs.gov publications 526 and 561 and consult your tax advisor. Thank you for your donation.