

# Topeka Collegiate Auction Acquisition Form



We ask that the item(s) total at least \$90 in value. Any gift, regardless of size, is appreciated. *Remember*, items do not have to be *purchased* by your family. Feel free to ask businesses you frequent, talented friends or artists, dentists, optometrists or beauticians to make a donation to our school.

For school use:  
Item # \_\_\_\_\_

**Due Dates:**  
Forms Due: 2/10/12  
Items Due: 3/27/12  
Auction Date: 4/28/12

*Topeka Collegiate has not provided goods or services in exchange for your charitable donation.*

*Topeka Collegiate is a 501(c)(3) non-profit organization.*

Thank you for your contribution to the Topeka Collegiate Auction. Your support and participation are greatly appreciated. Please complete the information below.

1. Family responsible for this item:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

2. Donor's name as it should appear in the catalog: \_\_\_\_\_

*Note: This might be the same as #1 OR the name of the person or business donating the item to the school.*

3. Donor's Address, Phone and Email if different from #1:  
\_\_\_\_\_  
\_\_\_\_\_

4. For tax purposes:  
a. Did you or your family buy this item? \_\_\_\_\_ Yes \_\_\_\_\_ No  
b. Did a person or business give it to you to donate? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(A gift-in-kind form will be sent to the address on #3 above)

5. What is the donated item? \_\_\_\_\_  
\_\_\_\_\_

6. Item Description (*Please provide a detailed description of the item. If you are donating sessions or lessons, please state how many sessions, for how many people, the duration, etc. If it is an item, describe it with size, colors, uses, etc. This is your chance to really "sell" the item.*)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. If donating a gift certificate, please specify the dates it can be used. They will be valid from May 1, 2012 to April 30, 2013 unless otherwise stated.  
A gift certificate (check one)  
\_\_\_\_\_ is attached to this form  
\_\_\_\_\_ will be delivered at a later date  
\_\_\_\_\_ needs to be created

8. The market value of the donated item \$ \_\_\_\_\_