

Topeka Collegiate Auction Acquisition Form



We ask that the item or items total in value to at least \$90. However, any gift, regardless of its 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 your school.

For school use:
Item # _____

Due Dates:

Forms Due: 12/7/09
Items Due: 2/1/10
Auction Date 3/6/10

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 a 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 say 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 March 6, 2010 to March 6, 2011 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: _____