

**ANACAPA SCHOOL
AUCTION DONATION RECORD** *(Please use one sheet per item.)*

AUCTION USE ONLY Category #: _____ Item #: _____
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ANACAPA FAMILIES: Please complete the **TOP** portion of this form and return it to the **SCHOOL** with the donation. Complete the receipt at the **BOTTOM** and give it to the **DONOR**.

Donation: _____ **Value:** \$ _____

DESCRIPTION OF ITEM OR SERVICE: (Be very specific; include ALL restrictions)

Donor Name _____ *(Note: This is the business or individual who actually donated—or paid for—the item or service and is entitled to the tax deduction.)*

Donor Address: _____
Street City/State Zip

Donor Phone: _____ **Donor E-Mail:** _____

Contact Person *(if applicable):* _____

Is this donation a Gift Certificate? Yes ___ No ___

If YES: ___ I am enclosing the gift certificate. **(OR)** ___ Please prepare a gift certificate for me.
▶ *For gift certificates, please include a menu, business card, brochure, etc., for use in display.*

Is this donation enclosed? Yes ___ No ___

IF NO: ___ I will deliver it by _____. **(OR)** ___ Please contact me to arrange pickup.

Office use only: Item received _____ Data Entered _____ Record Completed _____

Follow-Up Needed: _____

This TOP portion should be RETURNED TO ANACAPA SCHOOL with the donation.
The receipt BELOW is to be GIVEN TO THE DONOR. Thank you!

DONOR'S RECEIPT

Anacapa School 
814 Santa Barbara Street
Santa Barbara, CA 93101

Thank you for your generosity in donating the following item for the Anacapa School Auction:

Description of Item:

Value: \$ _____ NOTE: All donations are tax-deductible (Tax ID # 95-3651488). The value is determined by the donor. Anacapa School cannot warrant the accuracy of the value for tax purposes.

Donor Name: _____

Donor Address: _____
Street City/State Zip

To make the auction committee's work easier, we would appreciate receiving donations, if possible, before February 17, BUT we will be happy to accept them through the end of February. All auction donations should be turned in to the school office no later than Thursday, March 1. The Auction will be held on our school campus on Sunday, March 11, 2012. Reservations may be made online (www.anacapaschool.org) or by phone (965-0228).