



SFS Auction Donation Form

To Benefit our Tuition Assistance Program

Please return extra forms to the school for use in future auctions.

Donation Information: *(please complete one form per donation)* **PLEASE PRINT**

Title of Donation:	Estimated Retail Value*: \$ Suggested Starting Bid: \$ <i>*Required</i>
Donation Description (25 words maximum):	<i>Same description as previous donation?</i> Yes _____ No _____ <i>(if no, include info below)</i>
Note Any Limits, Restrictions or Expirations (if any):	<i>Outings/Dinners, etc. # of spots:</i> _____
_____ Please check here if you do not want this donation listed and/or sold in our online auction.	

Donation Information *(check all that apply)*

If attached with form, donation is: _____ a physical item _____ gift certificate _____ use this form as a gift certificate
If NOT attached with form: _____ Donor will deliver item to SFS or _____ Please contact donor to have SFS pick up the item

Donor Data

Contact Name & Title:	Any changes to address or contact please check here _____
Address:	City/State/Zip:
Phone:	Email:
Is this your first donation to our Auction? Yes _____ No _____	

Assigned Catalog Type/Categories *(to be completed by SFS)*

<i>Category:</i>	<i>Category #:</i>
Data Entry: Enter as one Item (no duplicates) _____	Enter as multiple Items (list number) _____ Form Needs Review _____
Auction Type: LIVE SILENT	Procurement #: _____

Donor Signature

Solicited by

Please make a copy of this completed form for your files and return to The San Francisco School:
300 Gaven Street • San Francisco, CA 94134 • Direct 415.239.1475 • Main 415.239.5065 • Fax 415.239.8550
All donors will receive a formal letter from the school recognizing their donations for tax purposes following the Auction.
Thanks for your support of *The San Francisco School*, a non-profit 501 (c)(3) organization. Tax exempt #94-1629702.