



AUCTION DONATION FORM

EAST SIDE ELEMENTARY SCHOOL, PS 267'S SPRING BENEFIT AND AUCTION | SATURDAY, MARCH 30TH, 2019

- Please complete this auction form and submit it no later than Monday, March 15, 2019*
- Only physical items can be displayed. For all other items, please submit promotional materials, including the description, a brochure and/or photo that can be displayed during the auction. Digital hi-resolution image files may be submitted via email to springauction@ps267.org

DONOR (please print or type, personal contact information will not be listed in the auction catalog)

Individual or Company Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Approved by/Signature: _____ Date: _____

DONATION INFORMATION (please check one)

Gift Certificate Merchandise Service Cash Donation Value: \$ _____

DONATION DESCRIPTION (description provided may be used in the auction catalog, attach additional info if needed)

Please be as specific as possible. For example, for gift certificates, include dollar amount, specific services/products eligible, expiration dates, restrictions if any; for merchandise, provide detailed description including number of items donated, color, size, etc.

_____ **Retail Value:** \$ _____

Please use this form in lieu of gift certificate: Yes No **Expiration Date** (if applicable): _____

Instructions/Restrictions/Stipulations: _____

DONATION DELIVERY METHOD (please check one) Donor to deliver/mail Requester to pick up Other (specify): _____

DONATION REQUESTED BY (PS 267 PARENT):

OFFICIAL SPONSORSHIP - HAVE YOUR COMPANY NAME DISPLAYED IN THE SCHOOL ENTRANCE. ALL CHECKS PAYABLE TO PS 267 PTA.

- GEORGE GERSHWIN \$1000 _____
- COCO CHANEL \$500 _____
- DUKE ELLINGTON \$350 _____
- FRIEND - \$100 _____

*PLEASE COMPLETE AND RETURN TO: **PS 267 PTA – Auction Committee • 213 East 63rd Street • New York, NY 10065**
 COMPLETED FORMS MAY ALSO BE EMAILED AS AN ATTACHMENT TO: springauction@ps267.org
 NEED MORE FORMS? Download a PDF from our website at ps267.org

The PS 267 PTA is a 501(c)(3) organization. All contributions are tax deductible to the fullest extent allowed by law.

Tax ID Number 27-3632716