



Poe Auction

Friday, February 25, 2011

Benefiting the children of Edgar Allan Poe Elementary

AUCTION DONATION FORM

Please complete **all** blanks and **print** names legibly and **exactly** as they should appear in all publications. **Underline** the single letter by which this contribution should be listed alphabetically. **Ex: Poe Elementary**

Donor's Name _____ Contact Person: _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Phone: (____) _____

Item(s) Donated with detailed description: _____

Value: \$ _____ Time/Exchange Restrictions: _____

Expires/Blackout Dates: _____

Poe has my permission to create a certificate for this item if one is not supplied.

Information must be received by January 31, 2011 to be included in the Auction Catalog. Please indicate any brochures, details and/or photographs that you would like to be used for the item description.

CHECK IF APPLICABLE

Gift certificate enclosed

Donor's confirmation and instructions to purchaser enclosed

To be available for pick up (Deadline: Monday, February 14, 2011) _____

Item attached

Signature of Donor Title Date

Auction Committee Member Phone Number

Please sign and retain the pink copy for your files and tax purposes, please attach the yellow (middle) sheet to the item and return originals to:

Poe Elementary- AUCTION ♦5100 Hazard Street ♦Houston, Texas 77098 ♦(713) 535.3780

NOTE: Poe Elementary PTO Tax ID No.: 76-0260560

White Copy-Auction Chairs Yellow Copy-Attach to item Pink Copy-Donor Keeps

Thank you for supporting Poe Elementary!



FOR COMMITTEE USE ONLY:

Date Item Received: _____ By: _____

Date of Acknowledgement: _____ By: _____

Comments: _____