



Everybody's Somebody at Poe

Poe Auction

Friday, February 26, 2010

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: (____) _____ Fax: (____) _____

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 February 1, 2010 to be included in the Auction Catalog. Please include 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: Feb 15, 2010) _____
- Item Attached

Signature of Donor _____ Title _____ Date _____

Auction Committee Member _____ Phone No. _____

**Please sign, retain the yellow copy for your files and tax purposes, and return originals to:
Poe Elementary - AUCTION • 5100 Hazard Street • Houston, Texas 77098 • (713) 535-9780**

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

White Copy – Auction Chairs Yellow Copy – Donor Keeps Pink Copy – Attach to Item

Thank you for supporting Poe Elementary!!!!

FOR COMMITTEE USE ONLY:

Item Received: (Date) _____ By: _____

Acknowledgment: (Date) _____ By: _____

Comments: _____