Thank you for your support of the Poe Elementary School PTO Auction! Any questions? Email:

auction@poepto.org

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 February 3, 2012 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 20, 2012) _____
❒ 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

It is the policy of the Houston Independent School District and Poe Elementary not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

FOR COMMITTEE USE ONLY:
Date Item Received:_____ **By:** _____
Date of Acknowledgement:_____ **By:** _____
Comments: _____