



Donations for Annual Benefit Auction

Donation Title: _____

Donor Name:		
Company Name: (if different)		
Address		
Email		Telephone:

Donation Description: *(This will be used for the Auction Catalog. Please include any limitations or restrictions. All donations for events need to specify date or dates.)*

Expiration Date: _____ **Fair Market Value:** (for IRS purposes) \$ _____

Does your donated item/gift certificate accompany this form: Yes No

(If no, please deliver your item(s) to the school by the due date or contact us to arrange for collection.)

Would you like to be anonymous: Yes No

Tax Deduction Information: Your donation is tax deductible to the extent allowed by law. **Our Tax Identification Number is #94-2515434.** Please keep a copy of this form as your receipt for tax purposes.

Forms are due by September 14, 2018. All items are due by September 21, 2018.

Donating an item or service helps us greatly in generating necessary school funds at Auction. You can email your form to our Procurement Team at: olmcprocurement@gmail.com, or mail it along with your donation to:

Our Lady of Mount Carmel School c/o Robin Gaffney (OLMC Procurement Team) at **301 Grand Street, Redwood City, CA 94062.** You can also arrange for pick up by emailing our Procurement Team email listed above.

If online donation submission is more convenient, we encourage you to visit <https://tinyurl.com/OLMCdonate>. Thank you.

At the school's discretion, donations and forms received after the due dates above may not be recognized in the Auction Catalog and may be used at the Spring Festival Raffles.