

# MUSEUM SCHOOL AUCTION, SPRING 2018 DONATION FORM

Gala date: March 10, 2018 - please ensure expiration dates on certificates are well after that date

Business Name \_\_\_\_\_

Contact Person's Name & Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

If different than business contact, name and address of person to receive acknowledgement:

\_\_\_\_\_

**ITEM DESCRIPTION** (brief description plus company name for the auction program; please write clearly)

\_\_\_\_\_

\_\_\_\_\_

Restrictions \_\_\_\_\_

Expiration Date (please note the auction is March 10, 2018) \_\_\_\_\_

Donor's valuation (for IRS purposes) \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS** (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Item provided with this form             | <input type="checkbox"/> Item to be picked up by _____ (Date)       |
| <input type="checkbox"/> Gift Certificate attached                | <input type="checkbox"/> Item to be delivered by Donor _____ (Date) |
| <input type="checkbox"/> Donor to provide Gift Certificate        | <input type="checkbox"/> Donor to provide promotional materials     |
| <input type="checkbox"/> Museum School to create Gift Certificate |   |



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Thank you for your contribution of \$ \_\_\_\_\_ to the Museum School, **Federal Tax ID # 26-1296020**. Tax law requires we estimate the value of goods or services, if any, rendered to you in return for your contribution, and to remind you that your contribution is deductible only to the extent that it exceeds what we have provided.

- In exchange for your contribution, you received goods or services with an estimated fair market value of \$ \_\_\_\_\_ Description of goods and services \_\_\_\_\_ **OR**
- No goods or services of any value were transferred to you in connection with your donation

Please keep the bottom portion of this form as written acknowledgement of your donation for your tax records. Please return the top portion of this form, and address any questions to:

The Museum School, 211 Maple St., San Diego, CA 92103

Phone: (619) 236-8712 Fax: (619) 236-8906 Email: [foms@museumschool.org](mailto:foms@museumschool.org)

**Thank you for your support of the Museum School.**