



COVINGTON AUCTION 2010

DONATION AGREEMENT

Event date: March 20, 2010

Covington Elementary School • 205 Covington Road, Los Altos, CA 94024 • www.covingtonschool.org

Donor Name: _____ Covington Family? Yes No
(as it should appear in the catalog)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E mail: _____ Contact Person: _____

Item / Service / Event Donated: _____

Estimated Fair Market Value: \$ _____

Description: (Please include any restrictions, expiration dates, or special conditions. For "multiple sale" items like events or parties, please note price per person and number of spots available. Attach separate page, if necessary.)

Donor Signature: _____ Date: _____

- Item or gift certificate enclosed.
- Please have the Auction Committee create a gift certificate to be given to the winning bidder. This agreement or attached letter serves as a guarantee of the gift.
- Item will be sent/delivered to Covington School on: ____/____/____ (must be received by **3/12/2010**)
- Display materials are enclosed or will be delivered on: ____/____/____ (must be received by **3/12/2010**)
- As my donation, I would prefer to underwrite auction expenses. A check in the amount of \$ _____ is enclosed. Please make checks payable to Covington PTA.

Donation agreements must be received by **Friday, February 19, 2010** for inclusion in the printed auction catalog. Donations received after this date will be listed in an addendum section. Please note that we reserve the right to edit your description for the auction catalog, to bundle your item with other donated items, and to use a starting bid lower than your estimated value. Covington School and the Auction Committee cannot be responsible for items that are lost or stolen or for promotional items sent for display.

Your donation is tax-deductible to the extent allowed by law. Please consult your tax advisor. Covington PTA's Tax ID number is 36-4532532. Keep a copy of this form as your receipt.

Questions? Please contact our Auction Co-Chairs: Diana Ekstrand (diana.ekstrand@comcast.net or 650-948-2035) or Jenny Williams (jendust@comcast.net or 650-941-9128). Additional auction information is available at www.covingtonschool.org.

For Auction Committee Use Only:
Date form received: _____ Date entered: _____ Entered by: _____ Item # assigned: _____ TYL: _____

THANK YOU FOR SUPPORTING COVINGTON!