

For Volunteer Use Only: Received: _____ Date: _____ Item # _____



2024 Gilchrist PTO Auction DONATION FORM

**Important: Please return this form
to Auction Volunteer prior to the auction;
DEADLINE 1/20/2024**

DONOR INFORMATION

PLEASE PRINT CLEARLY

Donor /Company Name:	Item Category:
Donor Address:	Contact Person (if different from donor):
City: _____ State: _____ Zip: _____	
Phone Number: ()	Email:

ITEM INFORMATION

Please complete a separate form for each item donated; fill in all of the boxes below on each form.

ITEM NAME (As you would like it to appear):

Detailed Description of item (this will be used to describe your donation. Please attach a separate page if you need more room)	IMPORTANT: Must List ALL Restrictions (if applicable) Please provide a COPY of the actual certificate:

_____	Expiration Date: (Expiration date must be 2/1/2025 or later if possible)

_____	Market Value: \$
_____	Suggested Starting Bid Amount (lowest bid usually starts at 1/3 of Market Value): \$

SHIPPING AND DELIVERY INFORMATION

Please check the box below that applies to you.

- I will **hand deliver** my donation **prior to January 20, 2024** to the Gilchrist PTO, Attn: Gilchrist PTO Auction, 1301 Timberlane Rd., Tallahassee, FL 32312.
- I will **mail** my donation **prior to January 20, 2024** to the Gilchrist PTO, Attn: Gilchrist PTO Auction, 1301 Timberlane Rd., Tallahassee, FL 32312.
- Would you like Auction Committee to CREATE your Donation Certificate?** Yes, that would be great! No, I will provide a certificate

IMPORTANT: Please return this Form AND a Copy of the actual Certificate (if applicable) to:
Hester Ndoja, Attn: Gilchrist PTO Auction, 1301 Timberlane Rd., Tallahassee, FL 32312. Or hesterndoja@gmail.com

Dates of Mobile Auction: February 1-8, 2024
Gilchrist PTO FED ID: 20-5207219

If you have questions or require additional information, please call Hester at (850) 545-9847 or email hesterndoja@gmail.com.

**DEADLINE TO DONATE: 1/20/2024 Please return a copy of this form
with your donation to hesterndoja@gmail.com**