



Church and School of Saint Mary 1347 E. 49th Place Tulsa OK 74105 (918) 749-1423 churchofsaintmary.com/maryfair IRC 501(c)(3) Organization Federal Tax ID No: 73-0631499

## AUCTION DONATION FORM

1. Complete one form for each donated item.
2. Return form with item to Church of Saint Mary, Attn: Julie Johnston, 1347 E. 49<sup>th</sup> Pl., Tulsa, OK 74105.  
For item pick-up, contact the auction committee: jjohnston@churchofsaintmary.com.
3. You will receive acknowledgement of your donation by e-mail after the item has been received.

### Item Name

\_\_\_\_\_ *This name will be displayed as the item title in the online catalog. We suggest a short description title.*

### Description

\_\_\_\_\_  
\_\_\_\_\_ *Please provide a very detailed description. This section should include all the information a prospective bidder would need to know, such as specifications, dimensions, manufacturer, etc.*

### Of Special Note

\_\_\_\_\_ *Please provide any special instructions, limitations, restrictions or expiration date related to the item.*

### Estimated Value

\_\_\_\_\_ *This should be the retail value of the item or best fair market price.*

- Photo**  I will send a photo (.jpg or .gif at 300 pixels x 300 pixels) to: jjohnston@churchofsaintmary.com  
 Please provide a photo for my item

### Donor Name

\_\_\_\_\_ *Your name and/or business name as you would like it to appear in the online catalog.*

### Link/URL

\_\_\_\_\_ *URL for your Web site (ex: "http://www.mycompany.com").*

**Logo** E-mail your logo (.jpg or .gif at 300 pixels x 300 pixels) to jjohnston@churchofsaintmary.com.

### Donor Information

*This information does not appear in the auction catalog; it is used to provide a tax record for donated items.*

- Donor Contact Name: \_\_\_\_\_
- Phone number, e-mail: \_\_\_\_\_
- Donor Address, City, State, ZIP: \_\_\_\_\_
- Donor's Signature: \_\_\_\_\_

### Received by

\_\_\_\_\_ *Please provide the name, phone, and e-mail for the individual who collected the item.*