

The Arc of San Antonio, Roses & Races

* Auction Procurement Form *

Date		Donor Name/Company (As You Would Like Listed in Catalog)	
Primary Contact Name		Email Address	
Address		Phone Number & Fax Number	
Item:	Value:	Restrictions/Expiration Date (if Any):	
Donation Detail Provide DESCRIPTION and any additional details (i.e. restrictions, color, quantity, size, number of people, etc.)			

TANGIBLE ITEM TO BE DISPLAYED AT AUCTION:

- Item accompanies donor form.
- I will deliver to The Arc's offices.
- Pick up my donation after this date _____.

THIS IS AN INTANGIBLE ITEM:

- Certificate accompanies donor form.
- I will provide a certificate to The Arc.
- The Arc has my permission to create a certificate.

THIS IS A CASH DONATION

CHECK ENCLOSED

GALA INVITATION REQUESTED

YES NO

SIGNATURE OF DONOR

SIGNATURE OF ARC REPRESENTATIVE



Donor may claim a charitable contribution for federal income tax purposes limited to the good faith estimated fair market value of the goods/services provided less the amount of any cash received from The Arc of San Antonio. The Arc is a 501(c)(3) tax exempt revenue code organization according to the Internal Revenue Service.

FOR OFFICE USE:

In accordance with current IRS guidelines, we hereby certify you did not receive any goods or services in return for this contribution.

AUCTION CLASSIFICATION

LIVE

SUPER SILENT

SILENT

For questions, contact Jennifer French at 210-490-4300 ext. 104 or email jfrench@arc-sa.org. Forms can be returned via mail to 13430 West Ave., San Antonio, Texas 78216 or by fax at (210) 490.5196