



Donation Receipt

www.shepherdvalley.org

Office: (303) 652-0130 Fax: (303) 652-0133

Tracking #:

Please Circle One: Auction Other

**= Required Field

Donor Information

Please use ball point pen, Print legibly, & Press hard

Donor/Company Name:

Donor Contact Person:

Donor Address (include City & Zip Code):

Donor Phone #:

Donor Fax#:

Donor E-mail:

Donor Signature:

Date:

**School Representative:

**Representative's Phone # / E-mail:

Donated Item Information

Item Name:

**Fair Market Value:

Quantity:

**Description (Quantity, Size, Color and other information to ensure proper understanding of the donated item)

For Staff Use Only

Category:

Tangible Item

Class Donation

Other (gift certificate, classes)

(Circle One)

Comments (Complete description of donation, incl. quantities, sizes, basket contents, etc.):

Promo Material included?

YES NO

If Yes, list:

To be returned to donor?

YES NO

Restrictions: expiration dates, blackout dates, size limits, handling requirements, etc.

Delivery Status:

Donor Will Deliver

[or]

Arrange for Pickup

[or]

Received

(Circle one)

Taken to Storage (shuffler)? YES NO

Initials of shuffler:

Leave yellow copy with item

Gift Certificates:

Donor to provide/did provide [or] RSA/Auction committee to provide

N/a for tangible items

Please return forms to :

Fed tax ID#: 84-1222200

White : Catalog/Database

Shepherd Valley Waldorf School

Your donation may be tax

Yellow : Item

6500 W. Dry Creek Pkwy

deductible. Check with

Pink : Donor Receipt

Niwot, CO 80503

your tax advisor.