



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: Jennifer Wood, 1347 E. 49th Pl., Tulsa, OK 74105. For item pick-up, contact the auction committee: jwood@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: jwood@churchofsaintmary.com
 Please provide a photo for my item

Donor Name _____

Your 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 jwood@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.