

PS/IS 276 – THE BATTERY PARK CITY SCHOOL 2018 AUCTION DONATION FORM

Please type in all information and email completed form to springauction@bpcschool.org or mail to
PS/IS 276 Spring Auction Committee, 55 Battery Place New York, NY 10280.

Use a separate form for each item/service donated.

Please clearly print all information below so that we can best promote your item.

Item/Service Donated:	
Estimated Value:	\$
Description of Item:	
How will the item be claimed? (check the preferred option)	<input type="checkbox"/> Donation/Gift Certificate enclosed <input type="checkbox"/> Donation/Gift Certificate will be mailed <input type="checkbox"/> Use the sample form below to create form and attach
Specific Instructions / Restrictions (include expiration date if applicable):	

Donor Name / Company (as you would like it to appear on our website and in any printed materials):	
Company's Contact Person (name and title):	
Full Mailing Address:	
Phone:	Email:
School Contact person who secured donation (name and email address):	

Authorized Signature: _____ **Date:** _____

Questions? Please contact: The Spring Auction Committee at springauction@bpcschool.org
Please include or email any artwork that you would like to accompany your item. Please also email a company logo if available so that we can include it in any of our promotional items.
PLEASE INDICATE HERE IF YOU WOULD LIKE A LETTER SUBSTANTIATING YOUR CONTRIBUTION FOR YOUR TAX RECORDS: Yes No

(If yes, please make sure that you fill in all information pertaining to you and/or your company.
Acknowledgement forms will be sent after our March 22, 2018 event.)