



2020 Spring Auction Donation Form

Please return this form by Monday, March 6, 2020.

Questions? Please contact the Spring Auction Committee: springauction@bpcs.school.org.

Thank you for your support!

Spring Auction Committee
55 Battery Place
New York, NY 10280

Item / Service Donated:			
Estimated Value:			
Detailed Description:			
Specific Instructions or Restrictions (include expiration date, if applicable):			
Donor Name / Company (as you would like it to appear on our website and in any printed materials):			
If you have a company logo or other artwork that we may use to promote your item or service, please send it to us at springauction@bpcs.school.org .			
Company's Contact Person:	Full Name	Title	
Mailing Address	Address 1		
	Address 2		
	City	State	Zip
	Phone	e-mail	
How should the item be claimed?	<input type="checkbox"/> Item/Certificate Enclosed <input type="checkbox"/> I have provided detailed instructions on the attached certificate, which will be given to the winning bidder.		
Would you like a letter substantiating your contribution for tax purposes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you mark "Yes", please be sure to complete all contact details.			
Did a PS/IS 276 parent or staff member contact you to request this donation? If so, please provide their contact details.			
	Full Name	e-mail	
Authorized Signature:			Date:



Congratulations!
You are a winning bidder in the
PS/IS 276 Spring Auction!
April 1, 2020

Description of the Item or Service:	
Generously Donated By:	
Instructions for Claiming:	
Restrictions or Expiration Date:	
Authorized Signature:	Date:

Thank you for supporting PS/IS 276 The Battery Park City School!
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springauction@bpcschool.org