



AUCTION ITEM DONOR FORM

One item per form. Please fill out completely.

Item and Program Print Deadline – MONDAY, APRIL 10TH

DONOR INFORMATION

Contact Person's Name _____

Company (if applicable) _____

Address _____ City, State, Zip _____

Phone _____ E-Mail _____

ACKNOWLEDGMENT

Donor/Company's Name as it is to appear in the Auction Program:

☐ Check here if you wish for your donation to remain Anonymous and listed as a gift by "A Friend of St. James".

DESCRIPTION OF ITEM or SERVICE

Please be as specific as possible for online auction description purposes. Feel free to attach any promotional materials.

Expiration Date, Restrictions, or Special Instructions:

Estimated Value: \$ _____ **Authorized Signature:** _____

DELIVERY METHOD

☐ Donor will deliver/ship non-perishable item to St. James Episcopal School by Monday, April 10th.

☐ Please arrange for pick-up.

☐ Item/Gift certificate attached/enclosed.

Please submit this completed form to an auction volunteer, to the SJES Office at admin@sjes.org, OR by mail to –

St. James Episcopal School

ATTN: Advancement

602 S. Carancahua St.

Corpus Christi, TX 78401

Thank you so much for your support of St. James Episcopal School. Your donation to SJES, a 501(c)(3) exempt organization, is deductible for income tax purposes to the extent allowed by the law. TAX ID # 74-2745375.

FOR OFFICE USE ONLY

Date Rec'd.: _____ Category: _____ Item #: _____ Package #: _____