



# Silent Auction Donation Form

Please drop off completed form at: **Palmer Elementary**  
**995 Grape Street, Denver, CO 80220**  
OR email form to **hwilsonpix@gmail.com**

Office Use only:

Item number: \_\_\_\_\_

Please complete form, make a copy for your records and send the original to Palmer PTA.

## **DONATED ITEM (Please print or type)**

Name of Item Donated: \_\_\_\_\_

Cost or Value: \$ \_\_\_\_\_

\*Complete Description of Item: \_\_\_\_\_

**\*If your item contains multiple services or products please detail in description.**

## **CONTACT INFORMATION (Please print or type)**

Donor Name: \_\_\_\_\_

Contact Name (If donor is a company): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web site: \_\_\_\_\_

### **Is this an Item?**

☐ Delivered with this form

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☐ Donor will deliver item by date: \_\_\_\_\_

☐ Donor will mail to office by date: \_\_\_\_\_

☐ Item to be picked up by Palmer Volunteer on  
date: \_\_\_\_\_

☐ Donor would like Palmer to create gift certificate

### **Is this a Certificate?**

**Print Donor's Name**

**Donor's Signature**

**On behalf of Palmer Elementary PTA, we express our gratitude for your gift!**

The donation becomes property of Palmer Elementary PTA and is to be offered for sale at an auction or other events, the proceeds of which benefit Palmer PTA programs. Donated items may be tax deductible.