



# Auction Donation Form

**FOR OFFICE USE ONLY**

Gift Receipt Date \_\_\_\_\_ Inventory # \_\_\_\_\_

Date Acknowledged \_\_\_\_\_ Room # \_\_\_\_\_

Gift Renewal  YES  NO Auction Item # \_\_\_\_\_

Gift Item \_\_\_\_\_

Business/Individual Donor Name \_\_\_\_\_

 Parent (Student's Year \_\_\_\_) Alum (Graduation Year \_\_\_\_) Faculty/Staff Friend

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

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

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

Contact Person for Business Donor:  Dr.  Mr.  Mrs.  Ms. \_\_\_\_\_

How Donor's Name Should Appear in Program? \_\_\_\_\_

Certificate Item  Yes  No Cash/Check?  Yes  No Amount: \_\_\_\_\_ Prep/Villa Makes Gift Certificate  Donor Provides Gift Certificate  Expiration Date \_\_\_\_\_

Donor stated value of gift: \$ \_\_\_\_\_.

Detailed description of gift for event: (Please include special instructions or restrictions)

 PICK-UP NECESSARY.  NO PICK-UP NECESSARY.

Please include date and location for gift pick-up.

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Return this form to:

**LEGACY GALA**Attn: Prep Advancement Office, 225 West Ninth Street, Erie, PA 16501  
(814) 453-7737, ext. 293, Fax 455-5462, nbird@cathedral-prep.com

Legacy Gala Solicitor: \_\_\_\_\_

Name

Date

All Legacy Gala donors will receive a written acknowledgement. Gifts are tax deductible as stated in the IRS code.