

Saint Theresa Catholic School

5001 East Thomas Road Phoenix, AZ 85018

DONATION INVENTORY FORM

(All information must be completed and legible. Please print.)

Date: _____ (DD/MM/YR) Event: _____ (Fall Festival, Auction, etc.) Tracking # _____ (Office Use)

Solicitor: _____ (Full Name) Email: _____ Phone(s): _____

DONOR INFORMATION

Donor Name: _____ (Full Name) Email: _____

Donor Title: _____ (If Applicable) Business Name: _____ (Full Business Name for Corporate Donations)

Phone: _____ Additional Phone: _____

Address: _____ (Corporate Address if Corporate Donation) City: _____ ST: _____ Zip: _____

DONATION

Detailed Item Description: _____ (Brand, Size, Color, Inventory Number, Description, etc.)

Value, as Determined by Donor: \$ _____

Kind: Gift Certificate/Gift Card [] Item [] Tickets [] Check [] If Check:
Check # _____ for [] General Underwriting [] Restricted Gift for _____
(Checks made payable to: Saint Theresa Catholic School PTO. Memo section should reflect general underwriting or gift restriction.)

Misc. Notes: _____

(White – Donor Copy, Yellow – PTO Copy, Pink – Development Copy)

Thank you for your generous donation. Saint Theresa Catholic School is a 501(c)(3) Organization and will provide donor with a tax acknowledgement letter for this donation to address listed above. Please check with your financial advisor to determine your deductibility under current tax law.