



MANTUA ELEMENTARY SCHOOL PTA

9107 Horner Court

Fairfax, Virginia 22031

Phone (703) 645-6300 Fax (703) 645-6397



MANTUA ELEMENTARY 2009-2010 AUCTION DONATION FORM

1. Donor *(Please list donor name as it should appear in the auction listing.)*

Name:				
Address:				
Phone:		Fax:		Web site:
<input type="checkbox"/> Past donor	<input type="checkbox"/> New donor	<input type="checkbox"/> Mantua family	<input type="checkbox"/> Mantua staff	<input type="checkbox"/> Corporate gift

2. Donor Contact *(Who can we contact for further information or to redeem the item?)*

Name and title:	
Phone:	E-mail:

3. Donor Family Information *(Please give family info if a corporate donor was approached.)*

Name:	Phone:
E-mail:	

4. Description of Donated Item(s):

(Please include any restrictions or special instructions such as expiration date, # of participants, time of day, etc.)

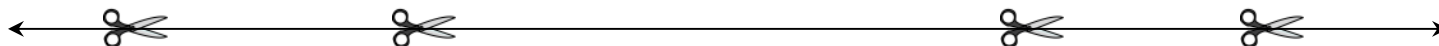
Value _____

(Tax laws require a value be assigned to donations to a charitable organization.)

Status: Item enclosed Item will be sent Please pick up item
(Check one) Certificate enclosed Certificate will be sent Please prepare certificate

5. Send this form, plus any donated items or gift certificates, to:

Mantua Elementary PTA Auction
 c/o Jackie O'Brien
 9107 Horner Court
 Fairfax, VA 22031



KEEP THIS SECTION FOR DONOR'S TAX RECORDS

Mantua Elementary School PTA Donation 2009-2010

9107 Horner Court, Fairfax, VA 22031

Mantua Elementary School PTA Tax ID#: 54-1504155

Date Donated _____

Description _____

Approximate Value _____ Expiration _____