



GALA AUCTION CONTRACT

GEORGETOWN PREPARATORY SCHOOL
10900 ROCKVILLE PIKE
NORTH BETHESDA, MARYLAND 20852
PHONE: 301-214-1221
FAX: 301-493-8348

<input type="checkbox"/> TY 1	<input type="checkbox"/> TY 2	Date _____
Category _____		
Catalog # _____		
Package with _____		
Procurement # _____		
Sales tax _____		
<i>For Office Use Only</i>		

Auction Rep. _____
Phone # _____

Please Complete Each Blank

1) Donor Name (for catalog listing)
Mr. Mrs. Ms. Dr. _____

2) Donor Address _____
Phone _____ Fax _____

3) Name of person to be contacted for additional information: _____
Phone _____ Fax _____

Name of person to be thanked: _____

4) **ITEM DONATED:** _____
(Please give a complete description including restrictions. Include photo, brochures and list quantity, size, color, number of persons, weeks, days/nights, and blackout times)

5) Expiration Date _____ 6) Value of Donation _____
(It may be difficult, if not impossible, to establish the FAIR MARKET VALUE of a one of a kind item, gift etc. In the absence of any reliable fair market value, the I.R.S. is likely to say that the purchase price is the fair market value.)

Effective January 1, 1994, The Internal Revenue Code requires contributions acknowledged in writing. This receipt should be kept with your tax records. No good or services were received as consideration for this gift. YOUR CHARITABLE DEDUCTION MAY BE DISALLOWED IF YOU ARE UNABLE TO PROVIDE THIS ACKNOWLEDGEMENT TO THE I.R.S. UPON REQUEST.

7) Gift Certificate enclosed Y N Gift Certificate to be issued by Prep Y N

8) Delivery of auction item by donor Y N

9) Pick up of auction item by Prep Y N

10) Delivery/Pick-Up Date ___/___/___

11) Donor Signature _____ Date _____

– CONTRACT DUE –
March 1
For Listing in the Gala Catalog