**Baywood Elementary School 2015 Auction Donation Form**

Donations also accepted electronically at [www.baywoodauction.org](http://www.baywoodauction.org)

**Guidelines:** Donation Forms Due Feb 19, 2015 • Items must be received by February 25, 2015

Complete a separate form for each donation • **Questions**: Karen Lott at [kndlott@gmail.com](mailto:lcallan@pacbell.net)

Donor/Business Name

Primary Contact

Address

Phone Number Email Address

Donor Type (check all that apply)

🞏 Baywood Family 🞏 Individual 🞏 Business 🞏 Teacher 🞏 Class 🞏 Alumni  
🞏 Anonymous 🞏 Other 🞏 Friend/Relative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If more than one donor, please list additional donors

If a business, please list owners and employees who are Baywood families, if known

Can you provide an electronic image of your donation? 🞏 yes 🞏 no

Donation Type (check one) 🞏 Gift Certificate 🞏 Item 🞏Service 🞏 Party or Package

Fair Market Value $

Detailed Description

Restrictions, exclusions or special conditions

Expiration Date

Please check the appropriate box

🞏 Gift certificate or item is enclosed with this donation form

🞏 Please create a gift certificate to represent my donation.

🞏 I will contact Karen Lott at [kndlott@gmail.com](mailto:lcallan@pacbell.net) to arrange delivery

Donor Signature

**Please mail completed form to:** Baywood Elementary School, Auction Procurement

600 Alameda de las Pulgas, San Mateo, CA 94402

*Baywood’s PTA is a 501c3 non-profit organization; our Tax ID Number is 23-7017555.*

**Thank you for your generosity!**