Form for: <u>GOODS or SERVICES DONATED by INDIVIDUALS or BUSINESSES</u>

(Please fill out and include with all your wonderful donations so we know whom to thank!)
Address and contact information: Attn. Gala Committee, Albert Einstein Academy 3035 Ash St. San Diego, CA 92102 or <u>gala2017@foaea.org</u> **or Brant at 619-560-9019.**

Today's Date_____

Donor/Company Name_____

Address_____**City**_____ **State____**
Zip_____

Contact Name_____ **Title**_____
Phone_____
Contact Email_____

ITEM DESCRIPTION (include a brief description of your item for the auction program; please print clearly or type):

_____

_____

_____

RESTRICTIONS_____
EXPIRATION DATE _____
ITEM FAIR MARKET VALUE* $_____ (***The IRS requires <u>donors</u> to establish the "fair market value"**
of each item.)

SPECIAL INSTRUCTIONS: (Please complete all that apply)
- ❑ Gift Certificate attached
- ❑ Albert Einstein Academies to create a Gift Certificate
- ❑ Item to be picked up by _____ (Date)
- ❑ Donor to provide promotional materials

- ❑ Donor to provide Gift Certificate
- ❑ Item given with this Donor Form
- ❑ Item to be delivered by Donor_____ (Date) to the following location_____

Thank you for your donation of the Friends of Albert Einstein Academies annual charity auction event. All proceeds from this June 3rd, 2017 event go to supporting Albert Einstein Academies' Enrichment Programs. An official letter, from Friends of AEA will be sent after the Gala as an acknowledgement of your contribution and as a statement for tax purposes. We are a non profit, 501(c)3 organization which means your contributions are tax deductible. Our Tax ID is #26-1187327. Tax law requires us to estimate the value of goods or services, if any, that have been rendered to you in return for your contribution, and to remind you that your contribution is deductible only to the extent that it exceeds what is provided.