



Door Prize and Auction Item Donation Form

DONOR INFORMATION

Company/Individual Name _____

Contact Name _____

Donor Name as it should be listed in promotional material: _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email Address _____

Company Website _____

Name of Individual for Thank You (if different than Donor/Contact Name) _____

AUCTION DONATION

Item Donated _____ Donor Stated Retail Value \$ _____

Donation Description (i.e. color, quantity, size, number of people, etc.) Please be complete as this will be used to write the auction catalog description.

Restrictions: Must state any limitations or special restrictions. (If field is blank, TSTCI will assume there are no limitations or special restrictions.)

Expiration Date (if applicable): _____

For Tangible Items:

- Item accompanies donor form.
- Donor/Company will deliver or send to TSTCI office on no later than 9/26/16.
- Donor will deliver item to event site.

For Intangible Items: (Donor: Please include any appropriate display materials)

- Certificate accompanies donor form.
- Donor will provide a certificate no later than 9/26/16.
- Donor requests TSTCI make a certificate.

FOR INTERNAL USE ONLY

Procurement # _____

Package # _____

Item Recd. Y____ N____

Certificate _____

TY Sent _____

Please return donation form by email to Kari Rouse. Email: kari@tstci.org

Mail items to: TSTCI, 505 W. 12th Street, Suite 206 Austin, TX 78701

Signature of Donor _____

I am unable to donate an item, but have included a donation in the amount of \$_____.

For questions or additional information please call the TSTCI office at 512.343.2587 or email info@tstci.org