



Charlottesville Catholic School

Gala Auction
1205 Pen Park Road
Charlottesville, VA 22901
434.964.0400
434.964.1373 fax
www.cvillecatholic.org

For School Office Use Only	
Item # _____	Package# _____
Section _____	
Item Received <input type="checkbox"/>	Date _____
To be Picked Up <input type="checkbox"/>	Date _____
To be Delivered <input type="checkbox"/>	Date _____

Please Print

Item Name _____ Retail Value (est. if unknown)\$ _____

Contact Name Mr. Mrs. Ms.
(circle one)

Donated By (as you would like it to appear in the catalog) _____

Address _____

City _____ State _____ Zip _____ Phone _____

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Important detailed item description as it should appear in the catalog _____

Restrictions/Expirations _____

Delivery arrangements to bidder _____

This donation becomes the property of Charlottesville Catholic School and will be offered for sale at an auction. Donors will receive written acknowledgement from Charlottesville Catholic School for tax purposes. Donations must be received by _____ to appear in the auction catalog.

Donor Name (Print)

Donor Signature

This section to be completed by CCS representative

Name _____

Method of Solicitation _____ Letter _____ email _____ phone _____ visit _____ personal relationship _____
White copy – CCS Yellow copy-attach to item in storage Pink copy-give to donor