

**SAINT IGNATIUS COLLEGE PREP AUCTION ITEM  
DONATION AND ACKNOWLEDGEMENT FORM**

*Saint Ignatius Tax I.D. Number: E 9991515406*

**TO BE COMPLETED BY DONOR:**

Individual Donor Name \_\_\_\_\_

Corporation Donor Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Form Submission Date \_\_\_\_\_ Contact Name for Item Questions \_\_\_\_\_

Daytime Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**DESCRIPTION OF AUCTION ITEM:**

Item Name \_\_\_\_\_ Expected Drop-Off Date \_\_\_\_\_

Item Value (for tax purposes) \_\_\_\_\_ Table Where Item Should Be Displayed \_\_\_\_\_

Item Description (please include limitations) \_\_\_\_\_

\_\_\_\_\_

**FOR INTERNAL USE:**

Solicited By \_\_\_\_\_ Date Received \_\_\_\_\_

Storage Location \_\_\_\_\_

**Please retain the bottom copy of this form for your records and return the top two copies to:**

**Saint Ignatius College Prep  
Development – Auction Committee  
1076 West Roosevelt Road  
Chicago, Illinois 60608**

**Saint Ignatius College Prep gratefully acknowledges your support of the auction this year.  
No goods or services have been provided in exchange for your contribution.**

**Thank you for your support!  
*The Puttin' on the Ritz Auction Committee***

**NOTE:** IRS regulations state that for in-kind gifts valued at \$500 or more, the donor must complete IRS form 8283 if he/she wishes to claim the item as a tax deduction. A gift in the \$500 to \$5,000 range does not need to be professionally appraised. An in-kind gift valued at more than \$5,000 must be valued by a qualified appraiser. Form 8283 must be signed by the appraiser and a Saint Ignatius College Prep representative.