

All Saints Catholic School

3326 14th Street, Lewiston, ID 83501 ~ 208-743-4411 www.ascs-pk6.org

2023 A.C.T.I.O.N. Auction ~ Donor Tracking Document

*Donor/Business Name: _____

*Contact Person: _____

*Address: _____

*Phone: _____ Email: _____

*Website: www. _____

***ITEM DESCRIPTION:** How to list in catalog – please list any restrictions and include details such as color, quantity, brand, weight, size, model or year if applicable. (Attach a picture and/or brochure if available.)

*Retail Value \$ _____

Special Notes: _____

Please check on box or explain above in Special Notes:

- Please create a gift certificate for my donated service.
Include expiration date ____/____/____ and any restrictions or special instructions above.
- Donated item accompanies form to school representative.
- Item to be determined at a later date.
- Item needs to be picked up.
- Invoice
- Donor will deliver donation to school **before October 13th**.

****FOR OFFICE USE ONLY -DONATION PROCESS TRACKING: PLEASE INITIAL & DATE****

PROCESS STEPS	DATE	NAME
I contacted this donor.		
I received the item from donor @ business or @ school		
I entered this item into the Auction Tracker Software		
Where this item is stored/located		

***Asterisked fields must be completed before turning any form into the school. THANK YOU!**

Auction date is Saturday, October 21, 2023

Thank you sent. _____
Initials and date