

# All Saints Catholic School

3326 14<sup>th</sup> Street, Lewiston, ID 83501 ~ 208-743-4411 [www.ascs-pk6.org](http://www.ascs-pk6.org)

## 2025 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 13<sup>th</sup>**.

**\*\*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 18, 2025

Thank you sent. \_\_\_\_\_  
Initials and date