



# INCARNATE WORD Academy

2788 NORMANDY DRIVE | SAINT LOUIS, MO | 63121

## OFFICE USE ONLY

Procurement Number: \_\_\_\_\_

Item/Package Number: \_\_\_\_\_

Catalog Number: \_\_\_\_\_

# DONATION FORM

## CONTACT INFORMATION

Donor | Company Name: \_\_\_\_\_

Contact Person (if donor is a company) : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you wish to remain anonymous?  Yes  No

## ITEM INFORMATION

Name of Donated Item: \_\_\_\_\_

Description: \_\_\_\_\_

Conditions/Restrictions: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Estimated Fair Market Value: \_\_\_\_\_

Gift Certificate  Item Attached  Donor Will Deliver  Need Item Pick-up

Approximate Date from Item Delivery or Pick-Up: \_\_\_\_\_

Donor | Authorized Organization Representative Name: \_\_\_\_\_

Donor | Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Incarnate Word Academy is a tax-exempt, not-for-profit organization. Your contributions are tax-deductible to the extent allowed by law. For tax references, our Federal Tax ID # is 43-0893321. Please contact 314-725-5850 x 1185 with any questions.

## FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Follow Up Needed Details: \_\_\_\_\_

Entered By (Sign & Print): \_\_\_\_\_

Entered On (Date): \_\_\_\_\_