



Form Due ___/___/___ for Catalog Inclusion
 Event and Date _____/___/___

St. Anne's School of Annapolis

3112 Arundel on the Bay Road
 Annapolis, Maryland 21403

Phone: 410.263.8650
 Fax: 410.280.8720
 www.st.annesschool.org

Committee Use Only
Item #
Catalog#
Category
Procured By

Donation Procurement Form

Donor Name (as it should appear in the Catalog)	Donor's Address		
Contact Name	City	State	Zip Code
Email Address / Web Page	Business Phone	Home Phone	Fax

Detailed Description. Include restrictions or limitations, if any. Catalog description will be written from this information.

List any Donor-provided promotional materials (business card, brochure, photo, menu, etc.):

<input type="checkbox"/> Tangible Item <input type="checkbox"/> Enclosed. Please deliver Item with this form to Development Office. <input type="checkbox"/> Donor will deliver by _____ <input type="checkbox"/> St. Anne's School can pick up on _____	<input type="checkbox"/> Gift Certificate <input type="checkbox"/> Enclosed <input type="checkbox"/> Donor will deliver by _____ <input type="checkbox"/> School will provide <input type="checkbox"/> Expiration, if any _____	<input type="checkbox"/> Cash Donation <input type="checkbox"/> \$100 <input type="checkbox"/> \$75 <input type="checkbox"/> \$50 <input type="checkbox"/> Other _____ (Make checks payable to St. Anne's School of Annapolis)
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Estimated Value of Donation (required)	Signature of Donor	Date
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St. Anne's School of Annapolis is an IRS 501(c)(3) Charitable Organization—Tax ID#52-1186325