

**WOODS LEARNING CENTER NY/DC TRIP DONATION FORM**  
**Please fill out form completely. All information is needed for tax purposes.**

<b>Item Name:</b>	
<b>Description:</b>	
<b>Restrictions/Expirations:</b>	
Gift Certificate <input type="checkbox"/> Physical item <input type="checkbox"/> Item in possession <input type="checkbox"/>	To be delivered or picked up <input type="checkbox"/> Where/When:

<b>Business/Individual:</b>	
<b>Contact name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Fair Market Value:</b> Established by:    [ ] Donor Invoice    [ ] Appraisal    [ ] Sales Receipt    [ ] Donor Stated Value	
<b>Actual "Tax" Cost of Donated Item: \$_____</b> Tax deduction: If auction proceeds for the donated item is less than cost of item, Donor's tax deduction will be limited to actual auction amount received.  If the auction proceeds for donated item is more than cost of item, the Purchaser will receive a tax deduction for the amount paid over the cost of item.	
<b>Procured By:</b>	
<b>Name &amp; Phone</b>	
<b>Comments:</b>	
<b>For School Use Only</b>	
<b>Entered By:</b>	
<b>Date:</b>	
<b>Item No:</b>	