Sartori Elementary PTA 

**Donation Procurement Form & Receipt**

**PTA's mission** is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children

**DONOR INFORMATION**

Name (Business and/or Donor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ITEM INFORMATION**

\_\_\_ Monetary Donation Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ In-Kind Donation Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Corporate Sponsorship: Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Gift Certificate: Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Gift Certificate enclosed

\_\_\_ Gift Certificate NOT enclosed (see Special Arrangements below)

**Item Description:** (please specify in full detail the size, color, model, and all restrictions associated with item such as date, number of people, etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Expiration Date**: (if applicable) \_\_\_\_\_\_\_\_\_\_\_

**Donor's Estimate of Gift Value $\_\_\_\_\_\_\_\_\_\_**

\_\_\_ Donation delivered with this form

\_\_\_ Special Arrangements for delivery or pick up as follows:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send donation(s) and completed form to:

Sartori PTA | Attention: Treasurer | 332 Park Ave N, Renton, WA 98057

Please keep a photocopy of this form for tax purposes. Sartori Elementary PTA 9.11.25 is a registered 501(c)(3) non-profit organization. EIN: 83-0963864. No goods or services have been provided in exchange for this gift, which is 100% tax deductible to the full extent allowed by law.