

GALA AUCTION DONATION INFORMATION FORM

Please fill out all sections completely & legibly.
Please attach any supporting information or documents.

Fax: 503-595-8879
Email: auction@ourhouseofportland.org
Mail: Our House of Portland
2727 SE Alder St.
Portland, OR 97214

Our House Tax ID number: 93-0986632



Thank You!

Section 1: Donor Information

This is not a receipt letter for tax purposes. After you return this form to Our House, a thank you letter/tax receipt, with our tax ID number on it, will be sent to:

Donor Name: _____

Donor Address: _____

City: _____ State: _____ Zip: _____

Phone: Cell Home _____ Work Phone: _____

Email: _____

Section 2: Donation Information

For each item donated, please complete all of the following information:

Please check the type of gift this donor gave:

- This donor gave \$ _____ in cash/check
(Please put cash/check and this form in an envelope.)
- This donor gave in-kind gift/s of goods or services, described below:
(We cannot thank the donor or send a tax receipt without this information)

Gift Description (clothes, etc.)	Gift Value (required for receipt)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section 3: (Our House use only) Gift Received by: _____ Date: _____