Item #_____

FESTIVAL OF TREES

ITEMIZATION OF EXPENSES

Small Trees

Please complete this form and turn it in on Decorating Day,
Monday, November 26, 2012 at Check Out

In order to raise as much as possible for the children at Primary Children's Medical Center, it is our intent to price all auction items to sell. To reach this goal, and to comply with IRS requirements, we need your help. It is the responsibility of the decorator to maintain careful records and keep receipts of costs involved with the donated items. This form will assist the Festival of Trees Executive Board in determining a fair base price for auction items. The Festival of Trees Executive Board retains the right to adjust the price of any item to what the market will bear. ***To receive a tax receipt, bring all receipts for purchased items associated with your display on Decorating Day.***

Item Name: _____
Decorator Name: _____
Contact Name (if different than decorator): _____
Decorator Telephone Number: _____

		Please list each item in only one column.	
Quantity	Item Description	Estimated Price of **Donated** Item	Receipted Price of **Purchased** Item
Example: 12	Angel Ornaments @ $2.00 each	$0.00	$24.00
Example: 1	Red Flyer Sled	$15.00	$0.00
		Sub Total:	**Sub Total:**

Add both columns for a final total: $_____

- Use Reverse Side if Needed -

Quantity	Item Description	Estimated Price of **Donated** Item	Receipted Price of **Purchased** Item
		Sub Total:	**Sub Total:**

Add both columns for a final total: $_____

Thank you for your "Gift of Love"

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