

Item # \_\_\_\_\_  
 Location \_\_\_\_\_



**Itemization of Expenses**

**Please complete this form and turn it in on Decorating Day at Check-In**

To raise as much as possible for the children at Primary Children’s Hospital, our intent is to price all auction items to sell. We need your help to reach this goal and comply with IRS requirements. It is the decorator’s responsibility to maintain careful records and keep receipts of costs associated with the donated item. This form will assist the Festival of Trees Executive Board in determining a fair base price for auction items. This board retains the right to adjust the price of any item to what the market will bear. Please **Retain all receipts for your tax purposes. Festival of Trees does not collect receipts. List expenses below and bring this form with you 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	Received Price of Purchased Item
Example: 12	Angel Ornaments @ \$2.00 each	\$0.00	\$24.00
Example: 1	Red Flyer Sled	\$15.00	\$0.00
		<b>Sub Total:</b>	<b>Sub Total:</b>

**Add both columns for a final total: \$ \_\_\_\_\_**

*Use Reverse Side if Needed*

Quantity	Item Description	Estimated Price of <b>Donated</b> Item	Receipted Price of <b>Purchased</b> Item
		<b>Sub Total:</b>	<b>Sub Total:</b>

Add both columns for a final total: \$ \_\_\_\_\_

***Thank you for your “Gift of Love”***