

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, 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 item. This form will assist the Festival of Trees Executive Board to determine 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. **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	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

