Tree/Wreath # \_\_\_\_\_\_\_\_\_\_\_

**Festival of the Trees**

**Itemization of Expenses**

In order to raise as much as possible for cancer patients and their families, it is our intent to price all trees 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 Festival of the Trees Executive Board to determine a fair base price for auction items. The Festival of the 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 the Trees does not collect receipts. List expenses below and bring this form with you on Decorating Day.*

Tree/Wreath Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decorator Name: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Quantity** | **Item Description** | **Estimated Price of****Donated Item** | **Receipted Price of****Purchased Item** |
| Example: 12 | Angel Ornaments @ $2.00 each |  | $24.00 |
| Example: 1 | Red Flyer Sled | $15.00 |  |
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|  |  | **Total:** | **Total:** |

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