

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

## Simi Valley Festival of Trees

### **Itemization of Expenses**

Please complete this form and turn it in on Decorating Day,  
Tuesday, December 3<sup>rd</sup>, 2019

In order to raise as much as possible for Adventist Health Simi Valley 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 Simi Valley Festival of Trees Executive Board to determine a fair base price for auction items. The Simi Valley 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. Simi Valley Festival of Trees does not collect receipts. List expenses below and bring this form with you on Decorating Day.

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

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

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

Quantity	Item Description	Estimated Price of Donated Item	Received Price of Purchased Item
Example: 12	Angel Ornaments @ \$2.00 each		\$24.00
Example: 1	Red Flyer Sled	\$15.00	
		Subtotal:	Subtotal:

