Event Name & Date

|  |
| --- |
| **Donor Information**  |
| Donor Name |  |
| Address |  |
| City, State, ZIP code |  |
| Phone |  |
| Business Phone |  |
| Email |  |
| Business Email |  |
| Company contact name & title  |  |
| **Gift Transaction Information**  |
| Description of item, including make, model, serial number, etc.  | Ownership Transfer Date: |
| Condition of Item: New  Used – Good  Used – Fair  Used - Poor |
| Gift Cards: Face Value – Front of Card: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cash Value – Back of Card: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Non-Gift Cards: Fair Market Value: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Educational Value: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Source of Valuation:  Qualified Independent Appraiser Donor   Qualified Faculty/Staff Appraiser  Other:  |
| How should item be directed if not sold?  Returned to Donor  Discarded  |

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| **Buyer Information**  |
| Donor Name  |  |
| Address |  |
| City, State, ZIP code  |  |
| Phone  |  |
| Business Phone  |  |
| Email  |  |
| Business Email  |  |
| Company contact name & title  |  |
| Winning Bid Amount  |  |

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| --- |
| **Office Use Only**  |
| Donor Advance ID# | Entity Type  | Spouse Advance ID# |
| Buyer Advanced ID# | Entity Type  | Spouse Advance ID# |

All forms pertaining to an individual event should be attached to one Gift Transmittal Form (Gift-in-Kind – Auction).

* Enter “See attached (#) forms” in the name field and complete cells A21, J21, AC30, A45, J45, and AA45.
* All signatures in the “Form Submission Information” section are still required.

Event Name & Date

**Name of item**

Description:

Donated By:

Value: Min Bid Increment:

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| --- | --- | --- | --- |
| Name | E-Mail | Phone Number | Bid Amount |
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