Event Name & Date

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| --- | --- | --- | --- |
| **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 | | | |

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

|  |  |  |
| --- | --- | --- |
| **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:

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