Event Name & Date

|  |  |  |
| --- | --- | --- |
| **Donor Information** | | |
| Donor Name |  | |
| Address |  | |
| City, State, ZIP code |  | |
| Phone |  | |
| Business Phone |  | |
| Email |  | |
| Business Email |  | |
| Contact person name & title if donor not an individual |  | |
| **Gift Transaction Information** | | |
| Description of item, including make, model, serial number, etc. | | |
| Condition of Item:  New  Used:  Good  Fair  Poor | | |
| Gift Cards  Face Value:  Cash Value: | | 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? | | |

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

|  |  |
| --- | --- |
| **Buyer Information** | |
| Donor Name |  |
| Address |  |
| City, State, ZIP code |  |
| Phone |  |
| Business Phone |  |
| Email |  |
| Business Email |  |
| Contact person name & title if donor not an individual |  |

**When using this form, complete 1 “Events Only” GTF with: “See attached (#) forms”, “Described in detail the benefit to the institution…” box, donor and buyer speed type and cost center information, and the “Form Submission Information” section.**

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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