



To benefit the Tucson Interfaith HIV / AIDS Network (TIHAN)

Supporting people with HIV to live well

ITEM DONATION FORM FOR AUCTION

Donor Name \_\_\_\_\_

If donor is a business, list the business' contact person \_\_\_\_\_ Title \_\_\_\_\_

How would you like to be listed in event program and materials? \_\_\_\_\_

Donor Address \_\_\_\_\_ City/ State/Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Donor Website (please provide, so that we can include a link to your business on our website) \_\_\_\_\_

Donor Signature \_\_\_\_\_ TIHAN Signature \_\_\_\_\_ Date Received \_\_\_\_\_

Item Description

Please include all facts for bid sheet description and publicity; include interesting facts, unusual aspects, rarity, size, color, dates, information on donor, etc. (Examples: Target \$25 Gift Card, or Original Oil Painting on Canvas by Mary Smith, "Desert Rose," framed, 8"x12")

Item Restrictions

Such as: limits on number of persons, time of year, exclusion dates, geographical limitations, insurance requirements, etc.:

Expiration Date (if gift certificate): \_\_\_\_\_

Fair Market Value of your donated item: \$ \_\_\_\_\_ (this value must be provided by donor)

- Item is attached
Please make a gift certificate for my donated item (please be sure information above is complete)
Item needs to be picked up. Best time/day to pick up item:
Person for us to contact to arrange pick up: Daytime Phone

TIHAN Committee Member who asked you to participate: \_\_\_\_\_

Please note: Items received too close to the event date may not be included in the auction. It may not be possible to include each donation in the auction, and some auction items may be packaged with other items, at the sole discretion of TIHAN. However, all donated items will be utilized in support of TIHAN's work. All donations become the property of TIHAN. TIHAN is a 501(c)(3) nonprofit organization -- Federal Tax ID number 86-0819574

Items and completed forms may be delivered to:

TIHAN (Tucson Interfaith HIV/AIDS Network)
2660 North 1st Avenue - Tucson, AZ 85719 - Phone: (520) 299-6647 - www.tihan.org
For more information, contact Scott Blades at (520) 299-6647 or scott@tihan.org

Please note: The IRS requires, for our records and yours, that an estimation of the dollar amount of a non-cash contribution be given. Federal law places the responsibility with the donor to establish the fair market value of an item contributed to a nonprofit organization. If the value of your noncash contributions exceeds \$500 in any year, you will need to file IRS Form 8283, Noncash Charitable Contributions, with your tax return in order to claim the charitable contribution. For most gifts valued above \$5,000, you must provide an appraisal (at your expense). Please consult IRS publication 561, Determining the Value of Donated Property, and your tax preparer for more detail on these matters.

TIHAN OFFICE USE ONLY: RECEIVED ON (DATE) BY (NAME) Contact ID # AUCTIONPAY DBASE ENTRY TIHAN DBASE ENTRY Photo Taken PKG #

Office Use Only TITLE: