



ITEM DONATION FORM

**FOR OUR SIGNATURE FUNDRAISING EVENT
AUCTION AND CELEBRATION**

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 \$100 Gift Card, or Basket containing chocolates, wine, and \$100 gift card to Cinemark Theatres)

Item Restrictions

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

Expiration Date (if gift card/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: Target date for items: May 10, 2024. 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 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. 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 # _____

PAYBEE DBASE ENTRY _____ APRICOT ENTRY _____ Photo Taken _____

PKG #

Office Use Only

TITLE: