

Humboldt State University Advancement Foundation Auction Approval Form

Please be aware that if you conduct a silent and /or live auction at the event, you will be required to maintain a Philanthropy office spreadsheet recording all non-cash donations to the auction, all auction buyers' names, contact information and purchase amounts. It is advised that you go forward with an auction only if you expect to net at least \$5,000.

Program Name: _____ Organizer Name: _____

Advancement Foundation Fund ID: _____

Auction Date: _____ Number of Items offered: _____ Expected Revenue: _____

I have read the Auction Guidelines and the Event Cash Handling Policies _____ (Initial)

List of Items to be sold:

- | | |
|-----------|--------------------------|
| 1.) _____ | Fair Market Value: _____ |
| 2.) _____ | Fair Market Value: _____ |
| 3.) _____ | Fair Market Value: _____ |
| 4.) _____ | Fair Market Value: _____ |
| 5.) _____ | Fair Market Value: _____ |
| 6.) _____ | Fair Market Value: _____ |
| 7.) _____ | Fair Market Value: _____ |
| 8.) _____ | Fair Market Value: _____ |

Attach a spreadsheet if more items are offered.

Gift in Kind Forms attached _____ (y/n) Location of Item storage prior to auction: _____

To be completed after the Auction:

of Item Sold: _____ Total Revenue: _____ # of Items not sold: _____

Auction Winners:

- | | | | |
|-----------------|-------------|-------------------|-----------|
| 1.) Name: _____ | Item: _____ | Sale Price: _____ | FMV _____ |
| 2.) Name: _____ | Item: _____ | Sale Price: _____ | FMV _____ |
| 3.) Name: _____ | Item: _____ | Sale Price: _____ | FMV _____ |
| 4.) Name: _____ | Item: _____ | Sale Price: _____ | FMV _____ |
| 5.) Name: _____ | Item: _____ | Sale Price: _____ | FMV _____ |
| 6.) Name: _____ | Item: _____ | Sale Price: _____ | FMV _____ |
| 7.) Name: _____ | Item: _____ | Sale Price: _____ | FMV _____ |
| 8.) Name: _____ | Item: _____ | Sale Price: _____ | FMV _____ |

Attach a Spreadsheet if necessary.

Approval

Auction Coordinator: _____ Date _____

University Advancement _____ Date _____