

Auction Accounting Form

General rules:								
(1) Taxable if the item is tangible goods (set of golf clubs, paintings, potted plants, gift baskets, etc.)								
(2) Not taxable if the item is intangible or service (gift certificates, airplane ride, use of cabin, etc.)								
LIVE OR SILENT - CIRCLE ONE								
Item #	Description of Item	Winning Bid Amount (Selling Price)	Taxable or Nontaxable	Method of Payment* (CHK #/CC - PayPal or Classy/ Cash)	Name of Buyer	Buyer Email Address	Estimated Fair Mkt Value	Quid Pro Quo Written Disclosure Statement (REQUIRED BY IRS IF PAYMENT IS \$75.00 OR MORE)
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	TOTALS			* Indicate CHK #	Check	Total \$ paid		
				* Indicate CC - PayPal / CC - Classy	Credit Card	Total \$ paid		
	(Use second sheet if needed)			* Indicate Cash	Cash	Total \$ paid		

Ticket Sales Form

Sales of Tickets			Sponsorship Advertising - Value on that to further reduce charitable contribution				
	Description of ticket	Include Food or Drink? (Describe)	\$ Value of Meal Displayed on Ticket	Who is Serving Meal (External Caterer)	Qty	Total Sales	Taxable
1	Ex. \$50.00	Ex. Includes dinner and one beverage of choice	\$30.00	External Caterer	1	\$50.00	\$0.00
2	Ex. \$50.00	Ex. Includes dinner and one beverage of choice	\$30.00	Not external caterer	1	\$50.00	\$30.00
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29							
30							
	Total						
	Total paid by Check						
	Total paid by Credit Card						
	Total paid by Cash						
	Total						

Tangible Items Sale Form

Sales of tangible items (shirts, caps, books, etc.)				NVCF Internal
	Description of items sold	Qty	Total sales	Taxable (Y/N)
1				
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4				
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28				
29				
	Total			
	Total by check			
	Total by credit card			
	Total by cash			
	Total			
	*Sales taxable (Default)			
	**If items were purchased for the sale and sales tax has already been paid to that vendor – receipts of proof must be submitted			

Food Sales at Event Form

Food sales - to go food or on site consumption (does NOT include a meal included w ticket purchase)				NVCF Internal
	Description of items sold	Total sales	Catred?	Sales Tax Applicable (Default Taxable)
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29				
30				
	Total			
	Total by check			
	Total by credit card			
	Total by cash			
	Total			

