

Item Description Form

**Christ the King Lutheran Church**

**Family & Youth Ministry**

**2018 Potato Bar & Auction**

Sunday, November 18th, 2018

5:00pm at Christ the King Lutheran Church—4383 Durston Road, Bozeman

Name of Item \_\_\_\_\_

If a quilt or artwork, size or dimensions: \_\_\_\_\_

History or information about the item: (this may be helpful for publicity and/or auctioning)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person(s) or group who made/donated the item: (please list name(s) as should be listed in the program)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Value: \$ \_\_\_\_\_

*This figure is for internal office use only. Sometimes a buyer asks to have a charitable gift receipt. Internal Revenue Service regulations permit us to issue a charitable deduction receipt only for the portion of the price that exceeds the "fair market value." Rather than hire a professional appraiser to determine this for each auction item, in these cases we rely on what the makers/donors of items say. It would help us if you would estimate a value. When determining a figure here, you should consider both the cost of materials and the value of the time, skill, and artistic creativity put into the item. It's probably best to be on the "high" side in your estimate. Thank you for your help with this.*

**Please return this form to the CtK office by November 11th, 2018 (earlier works, too!)**

**Thanks!**