

EXPENSE REPORT This form is designed to help you track expenses for your tree and to comply with IRS requirements for deducting this tree as a donation. It will also be invaluable when we determine the starting bid for selling your tree. **To receive an acknowledgement from the Coleman Center for the Arts, your sales receipts for all purchased items must accompany this form.** Turn this form in to a Coleman Center representative on your decorating day.

Tree / Wreat	h (Circle one)		
Title or Desig	gn Theme		
Sponsor/Des	signer		
Telephone N	umber		
		Estimated cost donated item	Actual Cost Purchased Item
Quantity	Item Description		
(Example) 1	Red Flyer Sled		\$ 16.50
(Example) 5	Star Ornaments @ \$2.00	\$ 10.00	
	subto	otal	subtotal
		Grand total	

Just continue adding lines for itemizing decorations – up to two pages since Christmas trees usually have a lot of stuff on them. Then provide a place at the end to subtotal the "Donated" and "Purchased" items and combine them for a Grand Total.