

SILENT AUCTION CHECKOUT FORM

Event Name: _____ Date: _____

WINNER & ITEM DETAILS

WINNER NAME _____	BIDDER NUMBER _____	TABLE / BID AREA _____
PHONE / CONTACT _____	EMAIL ADDRESS _____	

ITEMS PURCHASED

ITEM #	ITEM DESCRIPTION	FAIR MARKET VALUE (FMV)	WINNING BID	QTY	SUBTOTAL	NOTES

PAYMENT SUMMARY

PAYMENT METHOD (circle one) Cash Check Credit Card Mobile Pay Other	SUBTOTAL (all items) _____
CHECK # / TRANSACTION REFERENCE _____	LESS: DEPOSIT / CREDIT _____
	TOTAL AMOUNT DUE _____
	AMOUNT PAID _____

RECEIPT & ITEM RELEASE

I confirm receipt of the item(s) listed above and that payment has been made in full.

 WINNER SIGNATURE _____ DATE _____ Receipt issued to winner

STAFF USE ONLY

PROCESSED BY (INITIALS) _____	PAYMENT RECONCILED <input type="checkbox"/> Yes <input type="checkbox"/> No	FORM # / FILE REF. _____
NOTES / EXCEPTIONS _____		