



Auction Procurement Form

Rotarian: _____

Phone: _____

Item Description:

Retail Cost: _____

Donor's Name: _____

Address: _____

Phone: _____

Email: _____

**Attach
BUSINESS
CARDS
if available**

CERTIFICATES MUST BE PROVIDED BY THE DONOR!

Certificate is attached to this form – Certificate Expiration Date: _____

Multiple copies of this form are needed:

- One attached to the item.
- One file copy.
- One accountant copy.

Please give 2nd and 3rd copies to Auction Chairperson (2022 Cole Morison)

I, the donor of the above items or services for the Rotary Auction, certify that I am its owner and will provide appropriate title to the purchaser of the item. I agree that I am fully responsible for any legal procedures, costs, and/or settlements arising from the sale of these goods or services by the Rotary Club of Houghton Lake.

Donor's Signature: _____ Date: _____

Received by: _____ Date: _____

Disclaimer: The donor of this item agrees that if, for any reason, the Rotary Live Auction is prevented from being held on the scheduled date, this donated item will be used in an alternative Auction on a date to be determined by the Rotary Club of Houghton Lake.