



*Auction Procurement Form*

Item Description:

Rotarian:

Phone:

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 2<sup>nd</sup> and 3<sup>rd</sup> copies to Auction Chairperson (2024 - Heather Marra)

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.*