

## LAKEWOOD ROTARY AUCTION | PROCUREMENT FORM

### ITEM INFORMATION

- ☐ Physical item (***all auction items need to be available for display at the event***) 
 ☐ Needs Gift Certificate w/ Physical Item  
☐ Non-Physical item with gift certificate/card provided by donor (***please attach gift certificate and/or brochure***)  
☐ Non-Physical item with gift certificate provided by Rotary (***please attach any relevant brochures***) 
 ☐ Non-Catalog Item

GIFT ITEM NAME: \_\_\_\_\_

GIFT ITEM DESCRIPTION (*please specify in full detail - include size, color, model, and all restrictions*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXP DATE (*if applicable*): \_\_\_\_\_ DONOR STATED VALUE (*an amount is necessary for booking this gift*): \$ \_\_\_\_\_

### DONOR INFORMATION

DONOR(S) NAME (*as you want it to appear in print*): \_\_\_\_\_

\_\_\_\_\_ Check here if donor is a Rotary member ☐

DONOR ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DONOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTACT NAME / TITLE: \_\_\_\_\_

☐ I will deliver item to (Rotarian) \_\_\_\_\_

☐ This item needs to be picked up at (Pierce County Addresses only) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

### PROCURED BY (*Please indicate same as above if same as donor information.*)

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

*THANK YOU for your support of the Lakewood Rotary Sportsman's Dinner and Auction. Donations fund Rotary contributions to community projects such as youth scholarships, the Playground at Ft. Steilacoom Park, Lakewood YMCA, the Lakewood Boys & Girls Club, Springbrook Park, Mary Bridge Children's Hospital, St. Joseph Hospital Renal Dialysis Center, and many more. The Rotary Club of Lakewood, Washington Charitable Fund is a 501(c)(3) organization operating under tax ID 26-0427221.*

Return this form:  
**Lakewood Rotary Auction**  
 Attn: Procurement  
 PO BOX 99786  
 Lakewood, WA 98496-0786

For Questions:  
 Phone: (253) 271-4206  
 Email: [LakewoodRotary@outlook.com](mailto:LakewoodRotary@outlook.com)  
 More Information: <https://lakewoodrotary.maxgiving.bid/about-us>  
 Please retain a copy for your records.

#### OFFICE USE ONLY

☐ Form Received \_\_\_\_\_ 
 ☐ Item Received \_\_\_\_\_ 
 ☐ Item Tag # \_\_\_\_\_ 
 ☐ Logged into Computer \_\_\_\_\_ 
 ☐ Procurement # \_\_\_\_\_