



**MONROE  
COMMUNITY  
SENIOR CENTER**

## Auction Procurement Form

Monroe Community Senior Center  
276 Sky River Parkway ~ P.O. Box 602  
Monroe, WA 98272  
mcsc.org | info@mcsc.org | 360-794-6359

**MCSC Tax ID# 91-0869394**

For Office Use Only		
Auction Day <b>4/25/20</b>	Date entered in GG	Item #
<input type="checkbox"/> Certificate <input type="checkbox"/> Tangible Item	Donation due by <b>4/10/20</b>	Package #

### Instructions for Procurer/Donor

Please complete this form and email to info@mcsc.org  
or drop off at 276 Sky River Parkway  
or mail to P.O. Box 602 Monroe, WA 360-794-6359

Donor/Business Name (for listing in Catalog)		Contact Name (if different)
Address		Email
City, State, Zip		Phone
Donated item (Use a separate form for each item)		Value of Donation ( <b>required</b> )
Detailed Description <b>required</b> (include size, color, brand, model number, any restrictions, days available, expiration date, location.)		
This item is a(n):		
<input type="checkbox"/> <b>Tangible item (glassware, wine, car, basket, etc.)</b> <input type="checkbox"/> Tangible item accompanies this form <input type="checkbox"/> Please pick up, Call _____ <input type="checkbox"/> Item will be delivered on _____ (Label with donor's name.)		
<input type="checkbox"/> <b>Intangible item (gift certificate, service, etc.)</b> <input type="checkbox"/> Gift certificate attached <input type="checkbox"/> Form completed at bottom (Signature required.)		
Signature of Donor		Date
		Are you interested in attending? Yes _____ No _____

### Attach Gift Certificate or fill out this form

The following is donated to the Monroe Community Senior Center Auction:

Item \_\_\_\_\_

Available  Anytime  Only on \_\_\_\_\_  Other \_\_\_\_\_

Any restrictions \_\_\_\_\_

To obtain gift certificate winner should contact \_\_\_\_\_ Phone \_\_\_\_\_

OR:  Bring to company  Other \_\_\_\_\_

Certificate expires  One year from auction  Other: \_\_\_\_\_

Business/Donor Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Authorized by (name) \_\_\_\_\_ Title \_\_\_\_\_