

Vineyard & Winery Program Auction Procurement Form



Yakima Valley College
 Attn: YVC Wine Program P.O. Box
 22520 Yakima, WA 98907-2520
 Phone: (509) 574-4906
 Fax: (509) 882-7012

Tax ID: 91-0838681
 Donations are tax deductible.

| |
|---|
| Donor/Business Name: |
| Donor/Contact Person: |
| Address: |
| |
| Email: |
| Telephone #: |
| Would you like ticket information: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Estimated Retail Value of donation: \$ |

| | | |
|---|--|---|
| Donated Item Name as it should appear in Auction List (Brief Description): | | |
| <input type="checkbox"/> Item | <input type="checkbox"/> Cash – Designated | <input type="checkbox"/> Cash – Undesignated |
| <input type="checkbox"/> Gift Certificate | <input type="checkbox"/> Service Donation | <input type="checkbox"/> Material item not displayed at auction |
| Detailed description of donation – include quantity, size, color, number of persons, weeks, days/nights and restrictions, if any. | | |
| | | |
| | | |
| Expiration Date: | Restrictions: | |
| <i>For the donor’s records, this certifies the donor has received nothing of value in exchange for this contribution.</i> | | |
| CERTIFICATE INFORMATION | | |
| Will you provide an original certificate to attach to this procurement form? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If answer is NO, do we have your permission to create an in house original certificate? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Do you want the Auction Committee to create a display certificate? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| DELIVERY INFORMATION | | |
| Item to be delivered by donor? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Item to be picked up by auction representative? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | |
| Delivery or pick-up date: _____ | | |
| | | |
| Donor Signature: _____ Date: _____ | | |