



Auction Merchandise Donation Request Form

Please use this form ONLY to request a merchandise donation for your event or auction. Donation requests are organized by event date, and filled the month prior. Please fill out the information below and fax or mail it at least 4 weeks in advance of your event date.

Requesting Organization: _____

Contact Name: _____

Phone: _____

Mailing Address: _____

Email: _____

City: _____

State/Zip: _____

Is this donation request in association with a particular event?

Yes: _____ No: _____

Is so, when is the event? _____

Please give the name of this event and a brief description or attach event information:

How will this donation be used (i.e. silent auction, raffle winner, ect.)?

Does the IRS classify the requesting organization as a 501 (c) 3 organization?

Yes: _____ No: _____

Has Rothman contributed to the requesting organization in the past?

Yes: _____ No: _____

Is so, what item and when? _____

Please give additional comments, directions or details we may need to know:

The undersigned hereby certifies that a) the information in this application and supporting documents are correct to the best of his/her knowledge; and b) the Internal Revenue Service 501 (c) 3 determination has not been revoked, cancelled, or modified; and c) funds will be used for the projects outlined in the application and agreed to by both parties.

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Signature: _____

Date: _____

Along with this application, please include a brief description of the requesting organization (including its mission and leadership) and mail to:

Rothman Furniture
Attn: Community Relations
2101 East Terra Lane
O'Fallon, MO 63366