# Sample Authorization Letter

# University of Minnesota Interstate Moving of

# Household Goods

University-Wide Contract #U137

Hiring Department: Fill out and send to Mover!

TO:

Mover Name

Mover address\*

This letter entitles (name of appointee) to the University of Minnesota discount for moving of household goods in conjunction with their appointment beginning (date) at (campus or location).

The appointee is responsible for C.O.D. payment of the entire invoice, and may apply for any eligible reimbursement.

-or-

The University authorizes relocation costs, including but not limited to moving of household goods, not to exceed $\_\_\_\_. Submit the invoice to the University of Minnesota.

Name Of Dean/Department Head

Department Name

Building And Room Number

City, State, Zip Code

Department Contact & Phone Number

Any relocation costs in excess of the allowable amount are the responsibility of the appointee:

Appointee Name

Appointee Address

City, State, Zip

Phone:

Approving Authority Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University responsibility is limited to reimbursement or direct payment of amounts consistent with University of Minnesota Financial Policy and the terms of the individual appointment.

cc: Appointee

\*Get names and addresses of University of Minnesota contract suppliers from the University Wide Contract Book. Choose the "moving-household/interstate" category. Click on find to retrieve all University of Minnesota contract suppliers that provide "moving-household/interstate" services.