# 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.