



To whom it may concern:

Central Michigan University agrees to pay the cost up to \$ for the moving services completed on behalf of hired by .

Invoices should be emailed to Payables@cmich.edu accompanied by a copy of this authorization letter signed by a CMU authorized representative. All invoices shall be paid Net 30 days of invoice date.

Makenzie Couling, Senior Buyer

Date

For Department Use Only:

Department Contact: _____

Cost Center Name: _____ Pay from Cost Center: _____ G/L: 737500

Authorized Signature: _____

CONTRACTING & PURCHASING SERVICES

Warriner 301, Central Michigan University
Mount Pleasant, Michigan 48859

P 989.774.3929 | F 989.774.3466

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