

# CMU

CENTRAL MICHIGAN  
UNIVERSITY

Contracting and Purchasing Services  
301 Warriner Hall  
Mt. Pleasant, MI 48859  
Ph: (989) 774-3166  
Fax: (989) 774-3466

Central Michigan University agrees to pay \_\_\_\_\_  
(company)

the cost up to \$ \_\_\_\_\_ for the moving services completed on behalf  
(amount)

of \_\_\_\_\_  
(employee name)

hired by \_\_\_\_\_  
(college/department)

**Invoices should be emailed to Payables@cmich.edu OR sent to Central Michigan University, Payable Accounting, Drawer 1000, Mt. Pleasant, MI, 48859 accompanied by a copy of this authorization signed by a CMU authorized representative. All invoices shall be paid Net 10 days of invoice date.**

\_\_\_\_\_  
Judy Lannen, Senior Buyer

\_\_\_\_\_  
Date

For Department Use:

Department Contact: \_\_\_\_\_

Cost Center Name: \_\_\_\_\_

Pay from Cost Center: \_\_\_\_\_ G/L: **737500**

Authorized Signature: \_\_\_\_\_