



To avoid the risk of unauthorized purchases on your account, we ask that you complete the following and return it to us.

Dear Vendor:

I, _____, do hereby certify that in my capacity
as _____ of _____ the
following employees are authorized to purchase materials on our account.

The following is a list of employees authorized to pick up materials:

NAME

DRIVERS LICENSE

Any additions or deletions to this list must in writing, fax or email.

Thank you for your cooperation.

Date: _____