

Business Affairs  
Finance and Accounting Division  
*Asset Management Services*  
<http://fa.ufl.edu/am/>

116 Elmore Hall  
PO Box 115300  
Gainesville, FL 32611-5300  
352-392-2556  
352-392-4687 Fax

July 13, 2007

To Whom It May Concern:

Please Accept this letter of authorization for the following employees of our organization to sign and pick up surplus property for

\_\_\_\_\_  
(Name of Organization)

John Doe  
Jane Doe  
Doe Deere  
John Deere

Should you have any questions concerning this matter please feel free to contact me at \_\_\_\_\_

(Area) (Phone Number)

Sincerely,  
\_\_\_\_\_