



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.

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

**NAME**

**DRIVERS LICENSE**

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

Thank you for your cooperation.

Date: \_\_\_\_\_