

Letter of Authorization for Pickup of Personal Packages by Individuals other than Addressee

To: Oberlin College Mailroom

Date: _____

From: _____, Student I.D. #: _____

OCMR Box # _____

I authorize _____, Student I.D.# _____, to pickup my package scheduled to arrive between dates of _____ and _____.

Description of Item: _____

Value of package: _____

Shipper's name: _____

Signature (of the student to whom the package is addressed)

NOTE: To pickup a package the individual authorized to pickup the package must have the following:

1. This original letter of authorization
2. The I.D. of the student to whom the package is addressed, as well as personal I.D. for themselves
3. The blue OCMR package notice