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

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