

Letter of Authorization to Remove Property

Date:

To: DRMO

From: (Agency Name, Address and CEO Name)

I, _____ the undersigned, hereby authorize
 _____ (screener[s] name) to remove the below listed
 requisitions on my behalf.

Extent of Authority: **To remove property.**

SIGNATURE OF CHIEF EXECUTIVE OFFICER: _____

LIST ITEM(S) by Requisition/DTID Number:

Item Name:

Item Name:

Item Name:

Item Name:

Item Name:

Item Name: