



The College Of
WILLIAM & MARY

Department of Facilities Management
Facilities Planning, Design and Construction Division
P.O. Box 8795
Williamsburg, Virginia 23187-8795
757/221-2245, Fax 757/221-2473
TDD 757/221-1787

Date:

Contractor or A/E Name
Authorized Individual, Title
Address
City, State Zip Code

To Whom It May Concern:

It is the policy of The College of William & Mary to have on file the signatures of authorized individuals and/or the Principal(s) of companies for signing documentation that effect the contract for _____ (project name), with the assigned project number _____ (obtain from the College/FPDC).

Please include the typed name, title, and a sample signature in blue ink, of the person(s) you wish to delegate for signing the following:

- 1) the contract;
- 2) pay applications;
- 3) change orders.

We must have an original letter on letterhead with the President, Principal, CEO or Owner authorizing these individuals before we may proceed with the project.

Sincerely,

Wayne W. Boy, P.E.
Director

cc: Maralyn S. Carr, Projects Documentation Manager