



EXCELLENCE · INTEGRITY · ACCOUNTABILITY · SERVICE

OFFICE OF THE VICE CHANCELLOR FOR FINANCE & ADMINISTRATION

January 25, 2013

To Whom It May Concern:

This is a letter of recommendation for Mrs. Shirley Ford Johnson who has been providing copier/printer service to the Southern University at Shreveport campus for over 15 years. During this period, Mrs. Johnson has always and continues to provide outstanding service to the university, and in doing so, has become a trusted advisor and friend to all she has come in contact with. She has been able to assess the needs of our campus and provide less costly equipment for the various offices, as well as provide professional and courteous service to her many customers.

Having known Mrs. Johnson for a period of time, I have found her to be ambitious and very personable which has resulted in a friend-oriented working relationship with her. She is dedicated, committed, knowledgeable, and very accomplished in her attention to detail. She is always dependable and possesses a strong work ethic and passion for completing assigned tasks timely and with excellence. Mrs. Johnson has all the intellectual skills necessary to competently fulfill her role as an Account Representative and is most certainly considered a valuable asset to the Southern University-Shreveport family.

It is without hesitation that I highly recommend Mrs. Johnson for your copier/printer business needs. If I can be of further assistance, I can be reached at (318) 670-9302.

Sincerely,

A handwritten signature in blue ink that reads "Benjamin W. Pugh". The signature is fluid and cursive, with a long horizontal flourish extending to the left.

Benjamin W. Pugh
Vice Chancellor for Finance and Administration