



Douglas College

## Authorization to Invoice for Books/Materials

***Organizations***, if you are paying for employee(s) or clients(s) Books/Materials and want to be invoiced, please submit a **Letter of Authorization to Invoice for Books/Materials**. Follow the process outlined. Please allow additional time for the paperwork to be processed.

A separate **Letter of Authorization to Invoice for Books/Materials** is required for each semester: January to March; April to August; September to December

- Include a maximum dollar amount for the Books/Materials

### ***Organization to:***

**Fax a Letter of Authorization to Invoice for Books/Materials to:**

Douglas College  
Accounts Receivable  
Cathryn Luder  
P.O. Box 2503  
New Westminster, B.C. V3L 5B2  
Fax #: 604 527 5555

### **Include the following:**

Organization to:

- Issue on organization's letter head
- Signature of authorization on letter required

Employee/Client Personal Information:

- Name, (legal names, no nicknames)
- Address, City, Postal Code
- Phone numbers, (work, home, cell)
- Email address

Course Information:

- Name of course(s)
- Start date of course(s)
- Course Registration Number(s) (CRN)

#### **Please Note:**

**An account is set-up in the Douglas College Bookstore for the employee/client. Employee/client may call Cathryn Luder to verify their account at 604 527 5374.**

**For Bookstore hours please check:**

**<http://www.douglascollege.ca/services/bookstore/general-information.html>**