



**Douglas College**

## **Authorization to Invoice for Course(s)**

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

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

#### **Fax a Letter of Authorization to Invoice for Course(s) to:**

Douglas College  
Office of the Registrar – Continuing Education  
Annette Kahlon  
P.O. Box 2503  
New Westminster, B.C. V3L 5B2  
Fax #: 604.527.5696

### **Include the following:**

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

#### Employee/Client Personal Information:

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

#### Course Information:

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

*Information collected is confidential and only used to generate a permanent Douglas College record of learning/professional development. This information is collected under the authority of the College and Institute Act.*