



## 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

Email 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  
Email: [sponsoredstudent@douglascollege.ca](mailto:sponsoredstudent@douglascollege.ca)

Include the following:

- 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)
- Date of birth
- 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: <https://bookstore.douglascollege.ca/>

*Information collected is confidential and is collected under the authority of the College and Institute Act.*