Authorization to Invoice for Books/Materials

Organizations, if you are paying for employee(s) or client(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
P.O. Box 2503, New Westminster, B.C. V3L 5B2
Email: 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)

Upon receipt of the Authorization to Invoice for Books/Materials, an account is set-up at the Douglas College Bookstore for the employee/client.

Employee/client then submits a Materials Request Form to order the text/materials. Use the Shop Course Materials term/course selector for text details (author, title, ISBN) or the CDP book list.

Be sure to check the Douglas College Bookstore hours of operation and order your text well before the start of your course!