

# Portland Community College Bookstore Authorization to Charge

Please complete the following information and email it to  
**bookstoreAR@pcc.edu**

We also accept authorizations by fax at 971-722-4371

PCC Bookstore  
Attn: Bookstore 3PB  
12000 SW 49<sup>th</sup> Ave  
Portland, OR 97219-7132

Date \_\_\_\_\_

Billing Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention to (if needed): \_\_\_\_\_

Prefer to receive your invoice electronically? \_\_\_\_\_  
please provide your email address

Contact Name \_\_\_\_\_

Contact Phone/extension \_\_\_\_\_

Student Name \_\_\_\_\_

Student ID# **\*required\*** \_\_\_\_\_ (please use G#, not SS#)

School term / Dates to allow charging \_\_\_\_\_

Total Amount Authorized \_\_\_\_\_

Please indicate dollar amounts authorized per item in the list below.  
(Total of all items authorized should match the Total Amount Authorized above)

Books	_____	Catalog	_____
Supplies	_____	Software	_____
Calculator	_____	Uniform/Clothing	_____
Backpack	_____	Computer	_____
Tools	_____	Tri-Met	_____
Gifts	_____	Ship/Handling	_____

Authorizing signature: \_\_\_\_\_

PO or Authorizing Voucher Number (if required) : \_\_\_\_\_

For questions regarding this form please call (971) 722-4309 or email bookstoreAR@pcc.edu  
Note: A new authorization is necessary for each term. 3% billing fee assessed per invoice unless otherwise noted.