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 971-722-8341.

PCC Bookstore
Attn: 3PB Accounts Receivable
12000 SW 49th 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 ________ Suppliers ________ Catalog ________
Supplies ________ Software ________ Uniform/Clothing ________
Calculator ________ Computer ________
Backpack ________ Tri-Met ________
Tools ________ 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.