

## **Continuing Education Authorization to Invoice for Course(s), Books and Materials**

**Organizations, if you are paying for an employee(s) or clients(s) and want to be invoiced, please submit one Letter of Authorization to Invoice for Course(s), Books and Materials for each attendee. \*\* A separate sponsorship letter is required for each semester your employee or client attends. \*\***

**Follow the process outlined. Please allow additional time for the paperwork to be processed.**

**Email a Letter of Authorization to Invoice for Course(s), Books and Materials to:**

Douglas College  
Enrolment Services – Continuing Education  
P.O. Box 2503  
New Westminster, B.C. V3L 5B2  
Email: [cereg@douglascollege.ca](mailto:cereg@douglascollege.ca)

**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 \*required per provincial government
- Email address

**Course Information:**

- Name of course(s)
- Start date of course(s)
- Course Registration Number(s) (CRN)
- Tuition Fee of course(s)
- **Include a maximum dollar amount for the Books and Materials**

Please Note: An account is set-up in the Douglas College Bookstore for the employee/client. Your Employee/client may email [bookstore@douglascollege.ca](mailto:bookstore@douglascollege.ca) to verify the account has been set up. For Bookstore hours and information, go to: [bookstore.douglascollege.ca](http://bookstore.douglascollege.ca)

*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.*