

Portland Community College Bookstore

<http://www.pcc.edu/resources/bookstore>
12000 SW 49th Ave
Portland, Oregon 97219

(971) 722-4309 Office
(971) 722-4371 Fax
bookstoreAR@pcc.edu

Thank you for your interest in establishing a Third Party account with the Portland Community College Bookstores. We value your business and are looking forward to the opportunity to assist your students.

General Information for Third Party Sponsors

- A PCC Bookstore Authorization form must be filled out every term. This form should be as specific as possible as to the charges that your company will pay. For example, if you are authorizing \$400 for books and \$50 for supplies, but would prefer that the student not purchase computer items, please note this on the authorization form.
- Please notify us at bookstoreAR@pcc.edu should any of the contact information on your authorization form need to be updated.
- All standard accounts are invoiced monthly and are subject to a 3% fee billed per student, per invoice. Special requests (one student per page, etc.) can be accommodated, but the fee is \$10 per invoice per student. We provide a detailed report of student purchases with each invoice. If you require your student's signature to verify their purchases, please work with them directly as the reports do not have signatures and we are unable to generate receipt copies.
- We do not monitor student accounts for enrollment. Your organization will be invoiced monthly up to the amount authorized as the student makes purchases, regardless of their enrollment. Please work directly with the students you sponsor to ensure they are taking classes that are authorized.
- Unauthorized purchases are ultimately the student's responsibility. If for any reason your organization fails to pay for an item the student charges to their account, we will place that student on hold (which means they will not be able to register for classes or receive transcripts) and we will invoice them directly for the purchase(s). Please make sure that your students understand what your organization will pay for before they are sent in to charge.
- *We do not accept authorizations hand carried by students into the store.* Please fax or email authorizations to us directly.
- We request one business day to process authorization forms, however, due to increased volume at the start of the term, it may take an additional day to process forms during this time.

Payment

- Payments should be made, referencing the invoice number, to the address on the invoice (PCC Bookstore, 12000 SW 49th Ave, Attn 3PB Accounts Receivable, Portland, OR 97219). *Please do not combine tuition and bookstore payments, and please do not send payment to the college accounts receivable address.* Invoices are payable upon receipt.

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Please take a moment to review the information below. We appreciate your business and hope this will give you a better understanding of our Third Party policies and procedures.

Students

- You must have a valid picture ID to make your third party purchase at the PCC bookstores.
- Your sponsor should send a completed authorization for your purchases to the bookstore directly, either by email to bookstoreAR@pcc.edu or by fax to 971-722-4371. **We are not able to accept authorizations that are hand carried to the store.**
- A separate billing authorization must be submitted to the Business Office for your tuition, fees and parking permit.
- It is best if your sponsor sends your authorization to us early – in most cases you can purchase your books and supplies before the term starts.
- Normal processing time for an authorization to get posted to your bookstore account is one business day from when we receive it in our office. Due to the volume of authorizations we receive the first two weeks of the term, we request an additional day to post funds to your account.
- You are ultimately responsible for the purchases that you make at the store. If for any reason your sponsor does not pay, you will be placed on hold and billed for the item(s) that were not paid.
- Please contact your sponsor directly with questions about what items you are allowed to purchase. The bookstores post amounts to your account based on the authorization submitted by your sponsor. We are not able to allow purchases of items such as electronics, calculators, backpacks or computers that are not specifically authorized.