

Portland Community College Bookstore

<http://www.pcc.edu/resources/bookstore>

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(971) 722-8341 Fax

3rdpartyauthbkstr@pcc.edu

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.
- It is important that you check in with the bookstore one time at the beginning of each term (before you bring your purchases to the register). When you check in we will activate your account, give you your account number and let you know the amount you have available to spend. Checking in needs to be completed in person, and you should bring a valid picture ID with you.
- Your sponsor should send a completed authorization for your purchases to the bookstore directly, either by email to 3rdpartyauthbkstr@pcc.edu or by fax to 971-722-8341. 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. We post amounts to your bookstore 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.