Camosun College Bookstore
Sponsorship Verification

Completion of this form constitutes acceptance of liability for purchases on behalf of the student named below. An agency which accepts such liability will be billed for all items specified below. Completion of this form acknowledges the understanding and acceptance of these policies and procedures. This liability is not contingent on student attendance or performance. Cancellation of a sponsorship must be made in writing. All purchases made prior to receipt of notice will be the financial obligation of the sponsoring agent.

The sponsor agrees to the payment term of **30 days** upon receipt of invoice. Failure to pay in a timely manner may result in your account being placed on hold, with sponsorship privileges being revoked. Please do not remit payment until invoice received.

NAME: _____ / _____ **Student #: C** _____

(**Last Name**) (**First Name**) (**Must be provided**)

1) The Bookstore is authorized to supply the following for purchase:

☐ Textbooks only

☐ Textbooks and Supplies (which may include, but is not limited to, writing instruments/binders/paper/ USB memory stick and other school supplies as well as printing credits/photocopy credits/locker rental/lab coat/calculator/book packs etc).

2) Total purchases may not exceed $750.00 **per term** (default) or $_____.00 (if different from default).

3) Academic Terms include: Fall / Q1 ☐ Winter / Q2 ☐ Spring / Q3 ☐ Summer / Q4 ☐ (must specify at least one)

4) This sponsorship is authorized by:

_____ / _____

Signature Date

_____ / _____ / _____

Print Name Title Agency Phone

_____ / _____

Agency Name Agency Fax

_____ / _____ / _____ / _____ / _____

Agency Billing Address City Province Postal Code e-mail address

5) Purchase order or claim # if applicable _____

Bookstore Use Only

_____

_____

_____

Please fax to:

Lansdowne Campus 250-370-3088
Interurban Campus 250-370-4088

Please note: It is the responsibility of the sponsoring agent to inform the student of what is deemed to be an allowable purchase at the Bookstore, based on the policies of the agency. Items purchased that are considered to be contrary to agency policy will remain the financial obligation of the agency.