



**COMMUNITY COLLEGE OF RHODE ISLAND  
AUTHORIZATION TO CHARGE – LEA**

This information will be kept on file in the bookstore office and will be used to guarantee payment by the school purchasing the materials from the CCRI Bookstore. Non-payment of invoices will lead to the closing of the account and suspended purchasing privileges. Student must provide this authorized document to purchase textbooks required for approved Dual Enrollment courses taken at CCRI on-site locations.

**This form should be emailed to: [knight.cs@ccri.edu](mailto:knight.cs@ccri.edu)**

**Account Information (LEA)**

School District:			
Billing Address:			
City, State Zip code:			
Telephone Number (will be designated as account number):			
Fax Number:			
Billing Contact Person:			
Billing Contact – Phone # and Email:			
Signature of Superintendent or Principal or School Counselor			

**Student: Authorized Items**

Please attach copy of CCRI student schedule and specify the textbooks that are allowable purchases under this agreement. Please note that the store’s return policy applies to purchases under this agreement and no returns will be accepted outside those time limitations.

Note: Attach copy of CCRI Student Schedule to this form.

Textbook(s) name and price authorized for payment:	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
Student Name:		
Student CCRI ID Number:		

**CCRI Bookstore Textbook Department Contact Names and Info:**

Tiffany McClay, Assistant Director – 401-825-2134

Joanne Burger, Accounting Clerk – 401-825-2294

CCRI Warwick Campus Fax #: 401-825-1120

CCRI Bookstore Email: [knight.cs@ccri.edu](mailto:knight.cs@ccri.edu)