



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

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 must be submitted by the student in a sealed envelope from the school district (official high school seal should be affixed).**

**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.	

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

Thomas Feather, Assistant Director – Bookstore, Lincoln Campus 333-7010

Ann Charbonnau, Department Manager Textbooks, Warwick Campus, 825-2139

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CCRI Warwick Campus Fax#: 825-1120

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