I’ve registered for classes…..how do I make a Bookstore purchase from out-of-state?

1. Contact Debbie Peterson in Student Accounting (216-987-4733) to have funds set up to make purchases. IMPORTANT--Allow 24 hours for funds to download to the Bookstore.

2. If ordering books or supplies visit the Bookstore website at www.cuyahoga.bncollege.com. As you check out and enter your S# for payment, be sure to precede the number with “BVL”.

3. If ordering a computer or printer, you will need to contact the following Bookstore staff, as these items are not eligible for shipping:
   a. Laurie Nelson, Eastern Campus Bookstore  216-987-2070
   b. Jennay Rechel, Western Campus Bookstore  216-987-5550
   c. Sarah Verba, Metro Campus Bookstore  216-987-4550

4. The Bookstore will need this authorization form to be completed, signed, and faxed with a copy of your Driver’s License and your Tri-C ID (or S# if you have not obtained a physical ID). Once the signed authorization has been received, the Bookstore will complete the sales transaction and will contact you when the purchase is ready for pickup. This may or may not be the same day depending on what is being purchased.

5. You or your designated individual must provide Driver’s License/State ID when picking up the purchase.

I, __________________________________, authorize the Barnes & Noble College bookstore at Tri-C to charge my BVL 3rd party account, S#___________________, for purchases made from the bookstore as follows:_________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

I, __________________________________, authorize the Barnes & Noble College bookstore at Tri-C to charge my BVL 3rd party account, S#___________________, for purchases made from the bookstore as follows:_________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

If I am unable to pick up the purchase, I authorize ________________________________, to pick up the items purchased. I understand he/she will be asked to present their ID at that time.

If purchasing a tablet or laptop, I understand that all sales are final and that these items are not eligible for shipping.

___________________________________________Signature of Tri-C Student

Please fax your completed and signed form with a copy of Driver’s License/ State ID and your Tri-C ID to the following:

   Eastern Bookstore   216-987-2305
   Western Bookstore   216-987-5067
   Metro Bookstore    216-987-4201

This form & ID copies may also be scanned and emailed to the East Bookstore sm756@bncollege.com, the West Bookstore sm754@bncollege.com, or the Metro Bookstore sm755@bncollege.com.