



University Village Bookstore  
Old Dominion University  
4417 Monarch Way, Norfolk, VA 23508  
Phone: 757-683-3400  
[odu.bncollege.com](http://odu.bncollege.com)

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## BOOKSTORE PURCHASE AUTHORIZATION

Date: \_\_\_\_\_

**I authorize the following person(s) to purchase items for our department:**

Contact Person (Print): \_\_\_\_\_

Department or Organization Name: \_\_\_\_\_

Budget Code: \_\_\_\_\_

Authorized Approver Name (Print): \_\_\_\_\_

Authorized Approver Signature: \_\_\_\_\_

Purchase Dollar Limit (if any): \_\_\_\_\_

Items authorized to purchase (if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Email address to receive PDF copy of receipt: \_\_\_\_\_

*\*Paper copy of receipt should be returned to department's accounting contact within 48 hours.*

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### Instructions for student organizational purchases:

- Large orders (10 or more units – either different items or same item) should be pre-ordered. Pickup will be available in 24 to 48 hours.
- Small in store order (<10 items) require a printed authorization form.
- Gift cards are not allowed to be purchased or used.

**Please send completed form to an email below to be processed:**

- **Technology items (computers, tablets, headphones, cables, etc.):** [techstore@odu.edu](mailto:techstore@odu.edu)
- **All other items:** [sm8590@bncollege.com](mailto:sm8590@bncollege.com)

The contact person listed above will be contacted once requested items are ready to be picked up.

**\*\*Department purchases (including PCards) are not available via the bookstore's website.**

Bookstore invoices are sent to ODU Office of Finance at the beginning of each month for processing.