

Bookstore E-Voucher Instructions

- Sponsorship funds must be used at the bookstore using a Sponsorship E-Voucher.
- After your sponsor has approved a maximum dollar amount for books and/ or supplies or approved you to buy books and/ or supplies “as required”, you will be emailed an E-Voucher that details your spending limits.
- You MUST present this email to the cashier on your phone or in print at the time of checkout. No sponsorship funds may be used without the presentation of the E-Voucher.
- You must use these funds, with the E-Voucher, during the bookstore financial aid purchase days. If you miss these days, you must come to the business office at 93 Victoria Road to obtain a special E-Voucher.

Summer Sponsorship Bookstore Purchase Period:
May 17th – May 31st 9:00 am to 5:00pm

- Returns will be processed as normal and any refund amounts will be returned to your sponsorship account. NO CASH REFUNDS WILL BE ALLOWED.
- Sponsorship funds may only be used for items directly related to the completion of coursework. No food, clothing, etc.
- If you have any questions or need any further clarification, please contact the business office.

Contact: Sponsorship Coordinator

[828-398-7152](tel:828-398-7152)

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