

REQUEST FOR SUPPLEMENTARY TEXTBOOK/STUDENT PURCHASE ITEM(S)

- ▶ Please use a separate form for each item.
- ▶ All Requests for Supplementary Textbook/Student Purchase Item forms must be returned, along with all other textbook information, by the designated deadline.

This form is to be used to request supplemental textbooks or student purchase items that may be required for a section, or sections, of a course. The Textbook Rental Service ***does not*** purchase textbooks for workshops, special courses, independent study, internship, research, or thesis courses. Also, included in this category, are: additional reading materials, not considered to be basic textbooks, workbooks, study guides, periodicals, dictionaries, reference books, handbooks, manuals, laboratory manuals, and any type of consumable materials. These types of textbooks and/or supplies ***are not*** issued or sold by the Textbook Rental Service.

Supplementary textbooks and student purchase items may be approved for student purchase if the instructor considers it desirable ***and*** the Department Chairperson approves the request(s).

- The item cannot exceed one-half the current year's approved Textbook Rental Service course maximum. If software is included, the item cannot exceed one-half the current year's approved Textbook Rental Service course maximum plus \$25.00. If more than one request is being submitted for a class, the total cost of the requests cannot exceed the above limits.
- This request ***will not*** be automatically renewed for successive terms in which the course is offered. A new request must be submitted each time the item(s) is to be available for purchase during a semester/term.

ALL INFORMATION BELOW MUST BE COMPLETED TO AVOID DENIAL OF THE REQUEST.

Description of Item (i.e. workbook, manual, etc.): _____

Title: _____ ISBN: _____

Author: _____ List Price: \$ _____ per copy

Publisher: _____ Date of Publication: _____

Course #: _____ Section #: _____ Semester/Year: _____

Name of Instructor: _____ Estimated Enrollment: _____

Signature of Instructor: _____

Instructor's Contact Information:

Phone: _____ e-mail: _____ Fax: _____

Name of Department Chairperson: _____

Signature of Department Chairperson: _____

Department Chairperson's Contact Information:

Phone: _____ e-mail: _____ Fax: _____

Date of this Request: _____

Approval by Director, Textbook Rental Service: _____