

TEXTBOOK ISSUE REQUIREMENT SHEET  
ATTENTION! THIS FORM DETERMINES THE TEXTBOOKS ISSUED FOR THE FOLLOWING:

INSTRUCTOR:	COURSE:	SECTION NUMBER:
SEMESTER:	ESTIMATED ENROLLMENT:	RETURN DEADLINE:

DIRECTIONS FOR COMPLETING THIS FORM—PLEASE TYPE ALL INFORMATION

1.) LIST, ALPHABETICALLY BY AUTHOR OR EDITOR, ALL TEXTBOOKS TO BE ISSUED. AUTHOR/EDITOR TITLE AND EDITION ARE REQUIRED.

ALL NEW PURCHASES MUST BE LISTED BELOW, ALPHABETICALLY BY AUTHOR OR EDITOR, AND MUST APPEAR ON A “REQUEST FOR NEW TEXTBOOK PURCHASE” FORM. THESE FORMS ARE TO BE FILLED OUT COMPLETELY AND RETURNED BEFORE THE DEADLINE FOR THE APPROACHING SEMESTER. THE INTERNATIONAL STANDARD BOOK NUMBER, ISBN, IS A CRITICAL PART OF THIS INFORMATION.

THE TEXTBOOK RENTAL SERVICE WILL NOT ISSUE TEXTBOOKS FOR INSTRUCTIONAL USE. IT IS THE RESPONSIBILITY OF THE INSTRUCTOR OR THE DEPARTMENT TO ORDER HIS/HER DESK COPY. TO FACILITATE THIS PROCESS, PLEASE CALL THE PUBLISHER OR COMPLETE A “DESK COPY REQUEST FORM” FOR EACH TEXT NEEDED AND SEND DIRECTLY TO THE PUBLISHER.

“REQUEST FOR SUPPLEMENTARY PURCHASE” FORMS ARE TO BE COMPLETED FOR ACTUAL TEXTBOOKS THAT SUPPLEMENT THE BASIC TEXTBOOKS

“REQUEST FOR STUDENT PURCHASE ITEMS” FORMS ARE TO BE COMPLETED FOR WORKBOOKS, DICTIONARIES, REFERENCE BOOKS, HANDBOOKS, MANUALS, LABORATORY MANUALS AND ANY CONSUMABLE ITEMS.

IF AT ALL POSSIBLE, MULTIPLE SECTIONS OF ONE COURSE MUST USE THE SAME TEXTBOOKS.

THE MONETARY LIMIT FOR ALL TEXTBOOKS FOR ANY ONE COURSE IS \$100.00. THIS INCLUDES EXISTING TEXTBOOKS AND NEW PURCHASES

PLEASE LIMIT THE NUMBER OF TEXTBOOKS TO ELEVEN.

	AUTHOR/EDITOR	COMPLETE TITLE	ISBN NUMBER	COST	QUANTITY	SET NUMBER
BOOK #1						
BOOK #2						
BOOK #3						
BOOK #4						
BOOK #5						
BOOK #6						
BOOK #7						
BOOK #8						
BOOK #9						
BOOK #10						
BOOK #11						

SIGNATURE/ INSTRUCTOR: \_\_\_\_\_

SIGNATURE/DEPARTMENT CHAIR: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_