

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, along with all other textbook information, must be returned to Textbook Rental Service 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. 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 Textbook Rental Service. These items can be purchased through the Union Bookstore.

*****PLEASE NOTE*****

If digital access is needed, a separate form, ***Request for Supplementary Student Purchase for Digital Access***, is to be used.

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.)			
Author		Title	
ISBN		List Price Per Copy	\$
Publisher		Date of Publication	
Course/Course #		Section #(s)	Semester/Year
Estimated Enrollment			

➤ ***Instructor's Contact Information***

Name of Instructor (Please Print)			
Signature of Instructor			
Phone		E-Mail	Fax

➤ ***Department Chairperson's Contact Information***

Name of Department Chairperson (Please Print)			
Signature of Department Chairperson			
Phone		E-Mail	Fax

Date of Request	
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Approval by Textbook Rental Service _____