

INSTRUCTIONS

1. Please type or print legibly in ink.
2. It is necessary to submit a new request each quarter: *Books are not held from quarter to quarter without a written requisition.*
3. Please return your book requisition by the due date noted for the quarter for which you are submitting a requisition.
4. Include **course number** and **section designation** to minimize confusion for students when purchasing course materials.
5. List books in order of their use during the quarter.
6. Include as much information as you can for each title submitted (e.g. **ISBN, edition, copyright year, publisher**, etc.).
7. Specify whether each title is **required** or **optional**.
(Note: A required book is one the student must have to successfully complete your course.)
8. Indicate **estimated enrollment** in space provided.
9. For optional titles or continuation courses, indicate the quantity of books you believe will be needed in the **quantity requested** field.
10. Include all supplementary or ancillary material used in your course (e.g. software, lab goggles, calculators, study guides).
11. If the title will be used next quarter, please note Y(es) or N(o) in **next term** so that we can better control inventory and reduce returns to publishers.
12. If a textbook will not be needed for a class, please indicate “NO TEXTS REQUIRED.”
13. *Please report canceled classes to University Book Store as soon as possible.*

THANK YOU FOR YOUR ASSISTANCE
UNIVERSITY BOOK STORE