

BOOKSTORE TEXTBOOK REQUISITION FORM (One course per form only. List only titles applying to the one course indicated.)

Name: _____ Department: _____ College Ext: _____ Home Tel: _____

BOOK(S) BELOW ARE FOR WHICH COURSE?

Course Number and Sections: _____ Course Title: _____ Semester: _____
(list stop/start dates if intensive)

LIST THE BOOK(S) IN THE ORDER IN WHICH THEY WILL BE USED

Author(s): _____ Title: _____
Publisher: _____ Year/Edition: _____ ISBN: _____
Total Quantity: _____ for _____ sections ---- Required -or- Recommended ---- Info: _____

BOOKSTORE USE ONLY On Hand: _____ Ordered: _____ Withheld: _____ O-T-B: _____ | Ordered: _____ Withheld: _____ O-T-B: _____

Author(s): _____ Title: _____
Publisher: _____ Year/Edition: _____ ISBN: _____
Total Quantity: _____ for _____ sections ---- Required -or- Recommended ---- Info: _____

BOOKSTORE USE ONLY On Hand: _____ Ordered: _____ Withheld: _____ O-T-B: _____ | Ordered: _____ Withheld: _____ O-T-B: _____

Author(s): _____ Title: _____
Publisher: _____ Year/Edition: _____ ISBN: _____
Total Quantity: _____ for _____ sections ---- Required -or- Recommended ---- Info: _____

BOOKSTORE USE ONLY On Hand: _____ Ordered: _____ Withheld: _____ O-T-B: _____ | Ordered: _____ Withheld: _____ O-T-B: _____

Author(s): _____ Title: _____
Publisher: _____ Year/Edition: _____ ISBN: _____
Total Quantity: _____ for _____ sections ---- Required -or- Recommended ---- Info: _____

BOOKSTORE USE ONLY On Hand: _____ Ordered: _____ Withheld: _____ O-T-B: _____ | Ordered: _____ Withheld: _____ O-T-B: _____

additional forms available at the bookstore
suggestion: make a copy of the completed requisition for your own files

Signature: _____