Textbook Requisition

Department & Course Number ____________________________
Line Number ____________________________
Instructor’s Name ____________________________
Contact Phone No. ____________________________
Contact Email ____________________________

Use materials from previous term

NO TEXT is required     This course is a late start on     This is for Study Abroad     This course is taught at Edwards

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Edition/Year</th>
<th>H/B</th>
<th>P/B</th>
<th>ISBN</th>
<th>Publisher/Source</th>
<th>Anticipated enrollment</th>
<th>Req text</th>
<th>Opt text</th>
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Clickers  Goggles  Lab Coat  Additional Supplies ____________

1. Use a separate form for each course number.
2. A requisition should be submitted every semester.
3. Indicate whether a book is required (req) or optional (opt) by checking the appropriate box above.
4. If no text is used for the course, check the box above.
5. Please specify hardbound (H/B) or paperback (P/B)
6. If the class enrollment exceeds expectations, please submit a reorder as soon as possible.
7. Call 864-5285 if you have any questions concerning this procedure.

Copies of this form will be provided to off-campus bookstores at their request.