

TEXTBOOK ORDER FORM

Single Text Required

INSTRUCTIONS:

1. This form is to be used for all courses, except those which require more than one textbook, in which case form TBK-2 should be used.
2. **All Textbook orders are to be submitted to the Vice President Academic Affairs no later than:**

FALL SEMESTER-April 1 SPRING SEMESTER-October 15 SUMMER SESSIONS-March 10

THIS INFORMATION COVERS ONE SEMESTER ONLY.

Check: Fall – 20___ Spring – 20___ Summer I – 20___ Summer II – 20___

DEPARTMENT _____ COURSE PREFIX NO. and SECTION (S) _____

IF NO TEXT REQUIRED, please check

AUTHOR _____

TITLE _____

EDITION/COPYRIGHT _____ ISBN TEXT ONLY _____

PUBLISHER _____ ISBN PKG* _____

CHECK IF EDITION CHANGE TEXT W/CD REQUIRED YES NO

WAS THIS TEXT IN USE LAST YEAR? YES NO

WILL THIS TEXT BE USED AGAIN? YES NO Fall – 20___ Spring – 20___ Summer I – 20___
 NO DOUBTFUL

IF NEW TEXT, what does it supersede? (author/title) _____

REMARKS _____

* LIST COMPONENTS OF PACKAGE _____

_____ Ordered By	_____ Date
_____ Department Chairman	_____ Date
_____ Approved, Dean of College	_____ Date
_____ Approved, Vice President Academic Affairs	_____ Date

DO NOT WRITE IN THIS SPACE