

REQUEST FORM

BOOKS FOR STUDENT PURCHASE

TERM	<u>ENGLISH</u> DEPARTMENT	INSTRUCTOR
WIMBERLY HALL ROOM NO. BUILDING	CAMPUS TELEPHONE	
		Date:

PLEASE FOLLOW SUGGESTIONS BELOW IN FILLING OUT THIS FORM.

1. **SUBMIT A SEPARATE FORM FOR EACH COURSE**
2. **PLEASE TYPE ALL INFORMATION.** As you know, the difference between 15 books and 75 books can be enormous.
3. **DESIGNATE EACH TITLE AS EITHER RECOMMENDED OR REQUIRED.**
4. **LIST TITLES IN THE ORDER IN WHICH THEY WILL BE TAUGHT.** This helps us concentrate our efforts on the titles you start with.
5. **COMPLETE ALL INFORMATION.** The more we know about what you need, the faster orders are processed.
6. **SUBMIT A REQUEST EVERY SEMESTER AS UNREQUESTED TITLES WILL BE RETURNED.**
7. **A REMINDER THAT 700 LEVEL COURSE BOOKS MUST BE PURCHASED.**

DEPARTMENT & COURSE NO.	PAPER/ H.C.	TITLE & AUTHOR	PUBLISHER	PRICE	NO. OF COPIES NEEDED	OH ORD	P.O. NUM BER

Please notify the instructor if there is a change from the edition previously used.