

TO: Academic Departments

FROM: Terri Christensen
AD 121

RE: Manuals or other class materials sold to students

If you are offering classes during the upcoming trimester in which materials are sold to students please complete the bottom portion of this page and return it to me. We will charge all enrollees. If students drop the class the charge will remain unless we are told to remove the charge.

We ask that **you tell the students** that this will be charged to their account and the amount to expect.

Please notify us **at least six weeks before the end of the trimester** of any materials being sold so they can be billed in the current trimester.

Nothing except these materials should be charged against your materials FOAP. If the materials are photocopies, the account # would be 7154

Agriculture Stu Mat	D366 81000 xxxx 199	Biology	D355 81000 xxxx 199
Chem/Physics Stu Mat	D361 81000 xxxx 199	Computer Sc Stu Mat	D362 81000 xxxx 199
Education Stu Mat	D360 81000 xxxx 199	Fam & Cons Sc Stu Mat	D364 81000 xxxx 199
Geog/Geol Stu Mat	D368 81000 xxxx 199	Hist/Soc Sc Stu Mat	D365 81000 xxxx 199
Phys Educ Stu Mat	D363 81000 xxxx 199	Psych/Soc/Coun	D358 81000 xxxx 199
Spch/Thtr/Mod Lang	D357 81000 xxxx 199	Mkt/Mgt	D371 81000 xxxx 199
English Stu Mat	D386 81000 xxxx 199	Math/Statistics	D405 81000 xxxx 199
Shoot Sports Activity	D216 81000 xxxx 199	My Math Lab (MML)	H100 44102 xxxx

Thank you for your continued cooperation!

Trimester _____ Contact Person _____ Ext. # _____

<u>COURSE #</u>	<u>CRN(S)</u>	<u>PRICE</u>	<u>TAX</u>	<u>TOTAL</u>	<u>DEPT.</u>	<u>COURSE TITLE</u>
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Example:						
08-419	10580, 10581	\$4.63	\$0.37	\$5.00	Psych	Senior Seminar

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Please note that materials are to be sold to cover your cost only. **Sales tax of 7.975%** applies.