Course Materials Sold to Students

If you are offering courses during the upcoming trimester in which materials are sold to students, please complete and submit this form. The Bursar's Office will charge all enrollees. If students drop the course, the charge will remain unless the Bursar's Office is notified otherwise.

It is your responsibility to **tell the students** that this will be charged to their account and the amount to expect.

Forms must be received **no later than one week after the first day of the semester**. Any forms received after the deadline will not be charged.

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

Thank you for your continued cooperation!

Trimester:	**Contact Person:**	**Ext. #**

COURSE #	**CRN(S)**	**PRICE**	**TAX** *Item is taxable?*	**DEPT/ PROGRAM**	**DESCRIPTION**	**COURSE TITLE**	**FOAP**
Example: 08-419	10580, 10581	$4.63		Psych	Lab Manual	Senior Seminar	D358 81000 xxxx 199
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Please note that materials are to be sold to cover your cost only**. Sales tax of 9.1%** applies.

Course Materials Continued…

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