

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 two weeks after the semester begins** for materials to be charged. 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

Agriculture Stu Mat	D366 81000 xxxx 199	Natural Sciences	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
Communications	D357 81000 xxxx 199	Business	D371 81000 xxxx 199
English Stu Mat	D386 81000 xxxx 199	Math/Statistics	D405 81000 xxxx 199
Shoot Sports Activity	D216 81000 xxxx 199	FPA Student Mat	D419 81000 xxxx 199
Ag Lab Fees	D456 81000 xxxx 199		

Thank you for your continued cooperation!

Trimester:	Contact Person:	Ext. #
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<u>COURSE #</u>	<u>CRN(S)</u>	<u>PRICE</u>	<u>TAX</u> <i>Item is taxable?</i>	<u>DEPT/PROGRAM</u>	<u>DESCRIPTION</u>	<u>COURSE TITLE</u>	<u>FOAP</u>
Example: 08-419	10580, 10581	\$4.63		Psych	Lab Manual	Senior Seminar	D358 81000 xxxx 199

Please note that materials are to be sold to cover your cost only. **Sales tax of 8.475%** applies.