

PURCH. Please allows48 hour

(two business days) before going to the bookstore to purchase your class materials.

- 3. Include in your email Your Name, ID #, and the total amount (\$) of your request.
- 4. Request only the amount needed. **Once the funds are released to the bookstore, there will NOT be any refunds processed if the money is not used in the bookstore**. Please request a bookstore gift card for the amount not used. The gift card can be used at a later date. Gift cards will not be issued to students who receive book scholarships from Federal Agencies, such as USDA or Vocational Rehabilitation.
- 5. To avoid processing the same request twice; please indicate if this is a second or third request in your email.
- 6. Further information will be sent on how to pick up your books or gift card at a later date.