**INSTRUCTIONAL MATERIAL REQUEST FORM**

The Guidelines For Selling Manuals Through The Bookstore Are Listed on Back of This Form—Please Read Carefully

**INSTRUCTIONS:**

USE A SEPARATE FORM FOR EACH MANUAL.

Items 1-10 must be completed by department ordering Manual (PLEASE TYPE)

Under “CHARGES” the estimated costs must be obtained and approved by each OER Unit involved in production.

*ARRIVE AT A TOTAL MANUAL COST. BOOKSTORE ACCOUNT NO. WILL BE ISSUED AFTER ALL ESTIMATES ARE SUBMITTED WITH APPROVAL.

*RETURN GOLD COPY OF FORM TO BOOKSTORE ASAP WITH UNIT CHARGE STATEMENTS ATTACHED AFTER ALL JOBS ARE COMPLETED. ONLY THEN CAN YOUR MANUALS BE SOLD THROUGH THE BOOKSTORE.

*ERRORS BY DEPARTMENTS OR CHARGES NOT RECEIVED BY BOOKSTORE—ARE NOT CHARGEABLE TO BOOKSTORE OR OFFICE OF EDUCATIONAL RESOURCE DEPARTMENTS

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1. Classes begin

2. Department

3. Classes _____ School

4. No. of Students (Approx.)

5. Instructor

6. Phone No.

7. Manual Title In Full and Year

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**This section will be completed by Bookstore**

Bookstore Job No. ____________________

Bookstore Account No. ____________________

Authorized by ____________________

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8. Course Title

9. Number of Copies Needed: Students _______ Extras _______ Total _______

10. Departmental Account No.

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**OER Units - Please Duplicate This Form After Your Estimate Has Been Made and Keep as a Record of the SR#’s Assigned.**

<table>
<thead>
<tr>
<th>CHARGES:</th>
<th>OER Estimated Charges</th>
<th>OER Approval (First &amp; Last Name)</th>
<th>SR Number(s)</th>
<th>Actual Charges (OER)</th>
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<tbody>
<tr>
<td>Total Art Cost</td>
<td>$</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Total Phot. Cost</td>
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<tr>
<td>Total Copy Ctr. Cost</td>
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<tr>
<td>Total Printing Cost</td>
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</tr>
<tr>
<td>TOTAL FOR MANUAL</td>
<td>$</td>
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<td></td>
<td></td>
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</tbody>
</table>

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White—Bookstore
Yellow—Bookstore
Pink—Department (keep for Dept. files)
"Gold—Dept. should return gold copy to Bookstore with/Unit charge statements attached.

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**Note:**

After reading this form carefully (front and back), any questions may be directed to:

The Bookstore
contact person ____________________
Extension: 2840.