

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.