



# SBVC BOOKSTORE TEXTBOOK REQUISITION

## Instructor Information

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## Course Information

Start Date \_\_\_\_\_

Department \_\_\_\_\_

Course # \_\_\_\_\_

Section #(S) \_\_\_\_\_

## TEXTBOOK #1

Title \_\_\_\_\_

Author \_\_\_\_\_ ISBN# \_\_\_\_\_

**Would you like a loose-leaf edition?**  Yes  No  I Don't Know

**Is this an SBVC Print Shop Textbook?**  Yes  No  I Don't Know

Notes (For Office Use):

Required

Optional

## TEXTBOOK #2

Title \_\_\_\_\_

Author \_\_\_\_\_ ISBN# \_\_\_\_\_

**Would you like a loose-leaf edition?**  Yes  No  I Don't Know

**Is this an SBVC Print Shop Textbook?**  Yes  No  I Don't Know

Notes (For Office Use):

Required

Optional

## TEXTBOOK #3

Title \_\_\_\_\_

Author \_\_\_\_\_ ISBN# \_\_\_\_\_

**Would you like a loose-leaf edition?**  Yes  No  I Don't Know

**Is this an SBVC Print Shop Textbook?**  Yes  No  I Don't Know

Notes (For Office Use):

Required

Optional

## TEXTBOOK #4

Title _____	<input type="checkbox"/> Required
Author _____ ISBN# _____	<input type="checkbox"/> Optional
<b>Would you like a loose-leaf edition?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> I Don't Know
<b>Is this an SBVC Print Shop Textbook?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> I Don't Know
Notes (For Office Use):	

## TEXTBOOK #5

Title _____	<input type="checkbox"/> Required
Author _____ ISBN# _____	<input type="checkbox"/> Optional
<b>Would you like a loose-leaf edition?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> I Don't Know
<b>Is this an SBVC Print Shop Textbook?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> I Don't Know
Notes (For Office Use):	

**Additional Comments?**

<p style="text-align: center;"><b>Instructions:</b></p> <p>Please fill out this form for each course. You may group sections together if the text will be the same for all grouped sections. For example: You may fill out a form for POLIT 100 and group together sections 01-05, 70on, etc. A separate form must be submitted for POLIT 110 and/or 110h.</p> <p><b>If you have no assigned text, please enter "N/A" in the fields for Textbook #1. If each of your sections require a different book, you will need to submit a new form for each section.</b></p>	<p>If you have any questions or comments, please contact:</p> <p style="text-align: center;"><b>Dolores Lopez</b></p> <p style="text-align: center;">Office: (909)384-<b>8686</b></p> <p style="text-align: center;">Email: <a href="mailto:dlopez@valleycollege.edu">dlopez@valleycollege.edu</a></p>
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Date Received	<p>To request additional supplies, please contact the assist-store manager. <b>Lisa Hepburn-Stroud</b> at (909)384-<b>8697</b> or e-mail at <a href="mailto:lstroud@valleycollege.edu">lstroud@valleycollege.edu</a>.</p> <p style="text-align: center;"> <input type="button" value="RESET"/> <input type="button" value="PRINT"/> <input type="button" value="SUBMIT"/> </p> <p style="text-align: center;">PLEASE MAKE SURE YOU HIT <b>SUBMIT</b> WHEN FINISHED!</p>