

REQUEST FOR SUPPLEMENTARY STUDENT PURCHASE FOR DIGITAL ACCESS

- Please use a separate form for each item
- All Requests for Supplementary Student Purchase for Digital Access forms, along with all other textbook information, must be returned to Textbook Rental Service by the designated deadline.

This form is to be used to request student purchase for digital access that may be required for a section, or sections, of a course. Digital access is considered a consumable material. These types of consumables are not issued or purchased by Textbook Rental Service. These items can be purchased through the Union Bookstore.

Supplementary digital access student purchase items may be approved for student purchase if the instructor considers it desirable and the Department Chairperson approves the request.

This request will not be automatically renewed for successive terms in which the course is offered. A new request must be submitted each time the item is to be available for purchase during a semester/term.

All Information Must Be Completed to Process This Request

- **Please fill in all shaded areas**

Semester Needed		Course Title	
Course and Section Number(s)		CRN Number(s)	
Publisher/Vendor			
Description of Digital Access (I.E. access codes, online tutorials, registration codes, etc.)			
Supplemental Materials Author (if applicable)			
Supplemental Materials Title (if applicable)			
ISBN of Digital Access		Estimated Enrollment	

• Instructor and Department Chairperson Signatures Required

x	x
<i>Instructor signature (written signature required)</i>	<i>Print name legibly</i>
x	x
<i>Email address</i>	<i>Date</i>
x	x
<i>Department Chairperson signature (written signature required)</i>	<i>Print name legibly</i>
x	x
<i>Email address</i>	<i>Date</i>

Do Not Write Below This Line. TRS Office Use Only

Textbook Author	
Textbook Title	
Textbook ISBN	