



# Book Purchase Request Form

Campus: \_\_\_\_\_ Student ID #: \_\_\_\_\_

I, \_\_\_\_\_, would like to request the CCC library to use the excess funds on my student account to purchase the following books for the \_\_\_\_\_ quarter. I understand that it is my sole responsibility to obtain the books necessary for class and/or ensure that excess funds are available on my account to purchase books.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Class	ISBN#	Title	Author	Campus

✓ Check all that apply before submitting request to Ms. Hope in the CCC Library:

I have verified with the Business Office that there are excess monies on my account to cover the purchase of books on my behalf.

Business Office Representative: \_\_\_\_\_

Date: \_\_\_\_\_

I have submitted a request with the Financial Aid office for loan monies to cover my books.

Financial Aid Office Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use only:	
Date request received: _____	Books ordered: _____
Business Office verified: _____	Financial Aid verified: _____