

Instructional Resources Service, RSSLC 201

Order/ Remove Resources

- Date _____
- Dept Chair Signature _____

OFFICE USE ONLY

Authorized _____

Total Cost: _____

Retail _____ Wholesale: _____

NEP: _____ Contact: _____

Avail: _____

ORDER NEW RESOURCE

- Author _____
- ISBN _____
- Title _____
- Publisher's Name/Phone _____
- Edition _____
- Copyright Date(s) _____
- Course(s) and Section(s) _____
- Course(s) instructor(s) _____ Ext. _____
_____ Ext. _____
- Special instructions (with CD/disk, etc.) _____
- Date to begin using _____
- Quantity to Order _____

REMOVE RESOURCE

REMOVE ALL COPIES PERMANENTLY from ALL courses designating use of this resource

- Author _____
- Title _____
- Edition _____ Copyright Date(s) _____
- Term last used _____
- Special instructions _____