

BOOK EXCHANGE CHECK REQUEST/RETURN BOOK REQUEST

Name: _____ Today's Date: _____

e-mail: _____

Please check one of the following:

_____ I am requesting payment for materials I put on consignment in the Book Exchange within the last year.

_____ I am requesting return of materials I put on consignment in the Book Exchange within the last year.

FOR SBA TREASURER USE ONLY	
Total to Student:	\$ _____
Check No:	# _____
Emailed:	_____/_____/_____ _____

BOOK ID NUMBERS	FOR SBA OFFICE USE ONLY		BOOK ID NUMBERS	FOR SBA OFFICE USE ONLY	
	(\$) to student	Data entry comments		(\$) to student	Data entry comments

If you are requesting payment, your check will be ready on the Friday following two weeks from today.

If you are requesting return of your books, the books will be ready for pick-up on the Friday following two weeks from today.

IF OUR RECORDS ARE NOT CONSISTENT WITH THE INFORMATION PROVIDED ABOVE, YOU MUST SUBMIT A COPY OF YOUR CONSIGNMENT RECEIPT. OTHERWISE, THE INFORMATION IN OUR RECORDS WILL CONTROL.

Signature: _____