

***NOTE: Course material requests must be received no later than the Monday prior to the monthly CFC meeting.**



COURSE MATERIALS PURCHASE REQUEST

COURSE AND INSTRUCTOR INFORMATION:

Name: _____ Phone #: _____ Email: _____
 # of Copies Needed: _____
 UCB: _____ Dept.: _____ Item(s) Needed by:
 Course Name: _____ Course #: _____ Fall Semester
 Spring Semester
 Summer Semester
 # of Sections: _____ # of Students in Course: _____

MEDIUM:		ORDERING INFORMATION:	Use for Resource/ Purpose for Use:
<input type="checkbox"/> audio tape	<input type="checkbox"/> video tape	Title:	
<input type="checkbox"/> software	<input type="checkbox"/> audio CD	Order #:	
<input type="checkbox"/> print	<input type="checkbox"/> other	Cost (in USD):	
<input type="checkbox"/> DVD		Shipping Cost:	

Please attach the catalog & order form or a printout of the webpage.

Name: _____ Mailing Address: _____
 Phone #: _____
 Fax #: _____ Web Address: _____

Authorization:	Signature:	Date:
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Language Department Chair: _____
 ALTEC CF Committee: _____
 Order Placed: _____
 Copyright Requested: _____
 Disapproved/Requestor Contacted: _____

RETURN TO: Course Fees Purchasing, ALTEC, Hellems 156, Campus Box 239,
 Boulder, CO 80309
(Please allow 6 to 8 weeks for delivery of approved purchase requests.)