

Department: _____

Department Chair: _____

Date: _____

Textbook Name	Class	# of books to be ordered	Current # of books in textbook room	# of expected students enrolled next year

Get # from Greg Runyon

Summary of Needs: _____

Last year, my department spent _____ (get from Sheri Goodwin/Elena Martin)

The total cost for this order is _____ (get from Melrose Sprague)