



TEXTBOOK REQUISITION

COLLEGE CREDIT PLUS (CCPH)

Bookstore Hours
 Zanesville Campus
 Monday - Thursday
 8 a.m. - 6 p.m.
 (740)588-1333

This form is required when placing textbook orders for upcoming semester.

*****Reminder*****

When placing textbook orders most titles are available on hand when ordering less than 2 textbooks. If more than 2 STANDARD textbooks are needed it will take approximately 5-7 days to receive from publishers once order is received and placed. All CUSTOM textbooks can take from 3-5 weeks to receive from publishers.

Responsible Party	Contact Number & Email	High School and Address	PO Number	Delivery Options
EX. Jon Smith	(740)123-4567 jsmith@email.com	GroverHS 123 School Rd., Zanesville, OH 43701	123456	Pick up

* Please include appropriate code in "Specifics" column:

AC = Access Code & eText **B** = Bundle (Loose-leaf textbook with access code)
HC = Hard Copy (bound) **LL** = Loose-leaf ONLY (not a bound textbook & no access code)
PB = Paper Back (bound)

COLLEGE	COURSE	ISBN	AUTHOR/TITLE	*Specifics	QTY
EX. ZSC	BMCA 1010	978-0-13-444495-6	GASKIN / MYITLAB WITH PEARSON ETEXT--ACCESS CARD	AC	15
EX. OUZ	BIOL 1010	0-13-401496-0	SIMON / CAMPBELL ESSENTIAL BIOLOGY WITH PHYSIOLOGY (LOOSE-LEAF)	LL	7

INITIAL ONE PREFERENCE:
 Order ASAP

Signature	Date	Send Quote for Approval before Ordering	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
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Submit form and questions/concerns by fax, 740-454-0063, or email to David Metz, dmetz@zanestate.edu