



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Book Voucher Process  
**Procedure Number:** 01-2004-0007  
**Board Policy Reference:** IV.A.

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**Accountable Administrator:** VP, Operations  
**Position responsible for updating:** Senior Operations Accountant/Director of Student Financial Assistance/Bookstore Manager  
**Original Date:** May 10, 2004  
**Date Approved by Cabinet:** 05-22-12  
**Authorizing Signature:** *Signed Original on File*  
**Dated:** 05-22-12  
**Date Posted on Web:** 05-23-12  
**Revised:** 05-12  
**Reviewed:** 08-11

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### **Purpose/Principle/Definitions:**

The book voucher program is designed for students with financial assistance in excess of their tuition and fees and/or 3<sup>rd</sup> party (agency) assistance. Students may access vouchers through Friday of the first week of each term. Vouchers may be used only for the purchase of texts and materials for courses in which the students are enrolled.

First-time/first-term federal student loan borrowers are allowed to use book vouchers and must follow the same rules and timelines as other students.

Students receiving financial assistance from an agency or other third party must follow the same rules and timelines as other students; however, they will have until the end of the 3<sup>rd</sup> week of the term to access their voucher. Their charges are limited to the dollar amount posted in AR comments from agency paying.

### **Guidelines:**

- Students with financial assistance in excess of their tuition and fees and/or third party assistance (agency) may obtain book vouchers from the front-line staff at any BMCC location or contracted out-of-district (COD) site. Students must provide valid picture ID to purchase texts and course-related material from the BMCC Bookstore.

- To utilize a voucher in person, a student will present the voucher, picture ID, and his/her purchases to the Bookstore cashier or front-line staff member at the Center from which he/she is purchasing books and /or allowed supplies.
- Book vouchers are only valid on the date issued.

To utilize a voucher when not physically present, a student must follow these steps:

- 1) Student must use his/her BMCC email to send an email to [Getinfo@bluecc.edu](mailto:Getinfo@bluecc.edu) requesting a Bookstore voucher.
  - 2) Student must provide a scanned copy of his/her picture ID (e.g., driver's license) before a Bookstore voucher is processed.
  - 3) Student must read the rules, affix a signature, and date the Bookstore voucher.
  - 4) Student must fax the completed voucher and order to the Bookstore at (541) 278-5842 or email a scan of the completed voucher and order to [bookstore@bluecc.edu](mailto:bookstore@bluecc.edu). The student must provide a list of the books/materials that he/she wishes to order, preference for new or used, a phone number, and a complete shipping address. Federal Express Ground is the default method of shipping unless otherwise specified.
  - 5) The deadline for submission is 3:00 pm on the day the voucher is issued.
- The dollar amount provided in the book voucher will be noted on the student's WolfTrax account. Business Office staff at the Pendleton campus, front-line staff at the outlying centers, and COD's will enter the book and materials charge in the student's WolfTrax account on a daily basis.
  - Charges will be deducted from available financial assistance posted on a student's account.

Special Forms: Bookstore Voucher