

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

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**Accountable Administrator:** Chief Operating Officer  
**Position responsible for updating:** ?  
**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

**Purchase**

# BOOKSTORE VOUCHER

Expiration Date: **October 22, 2024** (valid for only 1 day)

**Return/Exchange**

- Required Text
- Supplies
- Both

- Cash (Fin Aid 2<sup>nd</sup> wk only)
- Voucher

- Agency
- Grant
- Loan
- Scholarship

Accounts Receivable

Term: 2009/10-Spring

Cash Receipts   View Account   Manual Charges   Reports   Utilities #1   Utilities #2   Exit

Inv Num	Term	Date ↓	Description	Invoice Amt	Applied Amt	Apply Amt	Invoice Bal	Discnt

Level of Detail:   Include (1):   Include (2):   Include (3):   Charges Balance: \$0.00

All    All    All    All   Payments Balance: \$0.00  
 Type    Applied    Charges    Non-reversed   Net Balance: \$0.00  
 Term    Unapplied    Payments  
 Type / Term    Force Invoice Apply

Print 1 receipt copy directly to printer  
 Print 2 receipt copies directly to printer

Select   Clear   Apply (auto)   Apply (manual)   Reverse   Unapply   Inv Detail Rpt   Receipt

Book Vouchers can be used for the following items (anything beyond this list must be specifically identified on the voucher and approved by the Service Center or paid for by other means):

**Required Books:** For classes currently on your schedule      **Software:** \_\_\_\_\_ Svc Center or Bookstore initials

**Supplies:** Reasonable Quantities      **Graphing Calculator:** \_\_\_\_\_ Svc Center or Bookstore initials

- 2 Pens
- 2 Pencils
- 1 Package Pencil Lead \*(As required for mechanical pencils)\*
- 3 Binders, or Notebooks, or Folders or a combination thereof
- 3 100 count packages of paper
- 1 Type of Correction (Bottle, Tape, or Pen)
- 1 Highlighter
- 1 2 GB Flash Drive
- 1 Art Kit      \*(ONLY AS REQUIRED BY ART COURSE)\*
- 1 Large Drawing Pad \*(ONLY AS REQUIRED BY ART COURSE)\*

Supplies required by instructors must be specifically stated in the syllabus and on the voucher such as: photography supplies, special paper, mats, calculators, CD's, and /or software.

I authorize Blue Mountain Community College (BMCC) to charge against my Federal and State Grants and Loans, Scholarship Funds and or PLUS loan funds that have been or will be credited to my account for purposes of charges that have been incurred for books and supplies purchased at the BMCC Bookstore. In addition by signing this authorization I am aware that should I wish to cancel all or a part of my Federal Stafford or PLUS loans that I may do so at any time prior to charges being made against these funds.

I recognize that I will be personally responsible for these charges if no financial aid is posted to my account by the time payment is due.

Service Center  
 Authorization Initials \_\_\_\_\_

I certify my signature is official and that my address, phone number is current on the Student WolfWeb.

I certify that I have received the items listed on the attached receipt.

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

*BMCC is an equal opportunity educator and employer.*

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