

## Summer Book Orders

Dear Friends and Colleagues,

We sent a copy of this on Friday last week, but we thought we would send this out again at the start of this week. Please note, you NO LONGER HAVE TO FILL IN AND EMAIL THE REQUISITION FORM – The form is web-based!

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Last week at Academic Senate I mentioned BAC was working with IT to build our Book Requisition Form as a webform. BAC is super excited to let everyone know that the webform is working! With fortune, this should make book order submissions easier.

**WHAT YOU NEED TO DO:** Fill out the *new Book Requisition Webform* by **March 1, 2020**, or within 5 days once you receive your summer schedule.

### Here is the direct link to the form

[https://bakersfieldcollegeedu.formstack.com/forms/textbook\\_supply\\_requisition\\_form](https://bakersfieldcollegeedu.formstack.com/forms/textbook_supply_requisition_form)  
N.B. None of us have a CRN yet. Just leave blank or put N/A in the form field.

Directions: To find the form without the link

1. Go to [www.bakersfieldcollege.edu](http://www.bakersfieldcollege.edu)
2. Click "ABOUT US" tab
3. Click "College Committees"
4. Scroll down until you see Bookstore Advisory Committee
5. Click Bookstore Advisory Committee
6. Scroll down until you see Committee Resources
7. Find the link to the Book Requisition Form
8. Click it and fill out all sections of the form.

Two things: form is automatically sent to the bookstore, but you will have to add in your department chair's name and email.

That's it!

Cheers to y'all! And please feel to reach out to our committee if you have any questions, concerns, or problems!

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