

TO THE FACULTY

You, the faculty, play a larger role than you might recognize in ensuring students are able to obtain the textbooks and materials they need at reasonable prices. The UNM Bookstores rely on you to submit requisitions for your courses in a timely fashion each semester. Timely submissions allow us to source the correct course materials and obtain an appropriate supply of used textbooks. We all know that more used textbooks are exactly what students want!

With your submitted requisition we will place the title on our buyback list and pay your students the maximum dollar amount. In addition, your timely course material requisitions allow UNM to be in compliance with the **Higher Education Opportunity Act (HEOA)**.

On the other hand, a delayed requisition can result in students being unable to obtain required course materials, a lack of quality used textbooks, and non-compliance with HEOA. Please do your part and submit your course material requisitions as early as possible each semester. Your students will thank you!

If you do not require a textbook for your class, please enter NO TEXT REQUIRED in the Special Notes area.

Please fill out the attached form COMPLETELY, then email it back or drop it by the store. Once an adoption has been submitted it cannot be edited or modified except by emailing the bookstore at radakai@gallup.unm.edu

FOR EACH TERM PLEASE FILL OUT A NEW TEXTBOOK REQUISITION FORM.

IMPORTANT DUE DATES FOR TEXTBOOK REQUISITION:

FALL TEXTBOOK REQUISITION: APRIL 1ST

SPRING TEXTBOOK REQUISITION: OCT 1ST

SUMMER TEXTBOOK REQUISITION: MARCH 15TH