

Youngstown State University
First Day Ready Book Fee Request

Department/Org: _____

Requested by: _____

Date of Request: _____

Term in which the fee is to be added to course: _____

Check One: New Fee Modification Renewal

CRN's (book fee must be applied to all CRN, within the Term requested, offerings in the section):

Fee charged per student: _____

Required Signature Approvals:

1)Dept Chair: _____ Date _____

2) Dept. Dean: _____ Date _____

2)Provost: _____ Date _____

3)B&N College Bookstore Manager _____ Date _____

4)Bursar: _____ Date _____

The fee must be applied to the course prior to the first day of registration. Any request to add a First Day Ready Book charge to a course after the start of the first day of registration for the term must have the approval of the Registrar.

Registrar _____ Date _____

Bursar Use Only

Fee Name: _____ Detail Code: _____

Page Two created date: _____ Cost of Book purchased outside of B&N \$ _____