I. PURPOSE & INTENT

The purpose of this Policy is to provide guidelines for ordering all required and recommended textbooks, supplies and other course materials through USF bookstores. For information regarding affordability (pricing) of textbooks by academic units and offices, see USF Regulation 3.029 Textbook and Instructional Materials Affordability.

II. STATEMENT OF POLICY

Specific requisition forms are required for ordering textbooks and are supplied by the Bookstore to all appropriate USF departments. These requisitions are completed and submitted to the Bookstore within a specified time to allow for orders to be processed and books to be received before classes begin each semester.

- Fall Semester – by April 1st
- Spring Semester – by October 1st
- Summer Semester – by March 1st

The USF Tampa Bookstore, USF St. Petersburg Bookstore or the USF Sarasota-Manatee Bookstore may be contacted for further details.

*Current Responsible Office: Business and Finance

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.