

Bookstore Stores Request Form Process

Department Personnel

- Complete *Bookstore Stores Request Form* in its entirety
- Obtain financial manager signature
- Submit request form to Bookstore cashier at time of purchase

Bookstore Cashier

- Verify that the request form is complete
- Verify that a recipient is named for any item > \$25
- Submit processed request form to Bookstore Business Coordinator

Bookstore Business Coordinator

- Contact departments for clarification if questions arise
- Charge departments using the JE process
- Forward JEs to general accounting in the Business Office for processing