

**BOOKSTORE ACCOUNT VOUCHER REQUEST FORM**

**Instructions:**

- To receive a bookstore account voucher you must be registered and have an eligible Financial Aid credit balance with the College.
- After completing this form and returning it to the Student Accounts Office there is a waiting period of 2 to 3 business days before you can purchase your books.
- The maximum amount of money that you can request to have placed in the bookstore is \$1,000.00. If the cost of your books exceeds \$1,000.00 for the semester and you do have the available credit on your bill, you must come into the Student Accounts Office, located in Laffin Hall, room 226, to discuss the increase with a representative.
- This book voucher will not be valid until **one week** prior to the start of classes.
- A current, valid Farmingdale State College student I.D. card must be presented to the Barnes & Noble Bookstore cashier at the time of purchase of your books and educational supplies. No cash will be returned at that time. For additional information, please see the Bookstore Account Voucher Information page at [www.farmingdale.edu/student-financial-services/student-accounts/pdf/bookstore-voucher-information.pdf](http://www.farmingdale.edu/student-financial-services/student-accounts/pdf/bookstore-voucher-information.pdf).

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**TO PROCESS YOUR BOOKSTORE ACCOUNT VOUCHER REQUEST, PLEASE FILL IN THE INFORMATION REQUESTED BELOW AND RETURN THE FORM TO THE STUDENT ACCOUNTS OFFICE. THE DROP BOX LOCATED OUTSIDE OF STUDENT ACCOUNTS OR THE DROP BOX LOCATED OUTSIDE OF LAFFIN HALL.**

Last Name:

First Name:

Ram ID No:

\*Voucher Request Amt:

Semester & Year:

Fall

☐

Spring

☐

Summer

☐

Year:

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, I acknowledge that I am authorizing the use of my financial aid funds, which may include Title IV funds, to pay these charges.

\*Please note that the amount approved is subject to the amount of available Financial Aid credit you have for the current semester. The approved amount may be lower than your original request or your request may be denied if you **do not** have the requested Financial Aid credit on your student bill. If your Financial Aid is reduced or removed from your bill after you use this voucher you will be fully liable for the amount requested.

If your Financial Aid is not listed on your student bill, it is **your responsibility** to contact the Financial Aid Office to see if there is a problem with your aid.

**FOR OFFICE USE ONLY**

\_\_\_\_\_ Amount Approved

\_\_\_\_\_ Amount Reduced

\_\_\_\_\_ Request Denied

\_\_\_\_\_ Banner Input Date

\_\_\_\_\_ Initials