**University of Central Arkansas**

**Late Book Order Form**

To comply with Arkansas Code Annotated § 6-60-601, the following information must be filed with the Provost for each book order that is submitted past mandated deadlines (April 1 for summer and fall courses; November 1 for spring courses).

**This completed form must be attached to the front of the UCA bookstore’s Course Book Information Request for any LATE order.**

Complete the body of the form in Word, entering required information. Then save the form, print it, and route it for required signatures.

|  |  |
| --- | --- |
| Semester of Course: |       |
|  |  |
| CRN, Course Prefix, and Number:  |       |
|  |  |
| Course Title |       |
|  |  |
| Textbook Author and Title:  |       |
|  |  |
| Person Responsible for Late Order:  |       |
|  |  |
| Instructor (print/type name):  |       |

Explain fully and specifically the reason(s) the book order was not submitted by the deadline:

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|       |

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|  |  |  |
| Instructor’s Signature |  | Date |

**REQUIRED APPROVAL SIGNATURES**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Department Chair |  | Date |
|  |  |  |
| Dean |  | Date |
|  |  |  |
| Provost |  | Date |