

Farmingdale State College

State University of New York

BOOKSTORE ACCOUNT VOUCHER REQUEST FORM

INSTRUCTIONS:

- To receive a bookstore account voucher you must be registered and have an eligible Financial Aid credit balance on your bill. If you have any questions regarding your Financial Aid, please contact the Office of Financial Aid.
- Established book vouchers will not be valid until **one week** prior to the first day of the term.
- Once the Bookstore Account Voucher Request Form has been received and verified at the Student Accounts Office, your account should be established at the campus bookstore within 24 to 48 business hours.
- The accounts are “frozen” approximately four weeks after the start of the term. At that time the amount is reduced to the actual amount spent.
- All Bookstore Account Voucher Request Forms must be processed by the Student Accounts Office a minimum of 48 business hours prior to the established date the accounts are “frozen”.
- 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.
- 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.

TO PROCESS YOUR BOOKSTORE ACCOUNT VOUCHER REQUEST, PLEASE COMPLETE THE INFORMATION REQUESTED BELOW AND RETURN THE FORM TO THE STUDENT ACCOUNTS OFFICE OR PLACE IT IN THE DROP BOX LOCATED OUTSIDE OF THE STUDENT ACCOUNTS OFFICE.

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. I acknowledge that if there is a change to my account and my actual Financial Aid no longer covers the amount of the bill, I remain fully liable for the amount used.

*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.

<u>FOR OFFICE OF STUDENT ACCOUNTS USE ONLY</u>		
Amount Approved _____	Amount Reduced _____	Request Denied _____
Banner Input Date _____		Initials _____