

Bookstore Purchases Spring, 2010

The student will come into the bookstore with their booklist, or a booklist will be printed by bookstore staff.

The bookstore employee will then scan items on the booklist that the student wants to purchase at that time. The bookstore employee will update the student's booklist on the portal indicating the items purchased. This updated booklist will also be printed at the annex.

A receipt will then be created and two copies will be printed. The original receipt will be given to the student for the pick up of books at the annex.

The annex located in Aroostook Hall, across from the Reed Commons. Please enter the annex using the door on the right as you approach Aroostook Hall.

When the student visits the annex to pick up books, the annex employee will ask for their student id and match up the original invoice number with the annex's printed booklist. After providing the books to the student, the annex employee will mark on both the booklist and original receipt that the order was filled.

The previous bookstore return policy will be followed. Any book returns must be made at the bookstore with the original receipts.

Bookstore Annex Hours are as follows:

Week of January 4, 2010 -	Monday- Thursday 8:30 AM to 4:30 PM
	- Friday - 8:30- 4 PM
Weeks of January 11	- Monday- Thursday 7:30 AM to 6:30 PM
&18, 2010	- Friday – 7:30- 4 PM