

Online Book Voucher Request Instructions

1. Please click the link below to complete your Bookstore Voucher. After completing the form on the below link funds will be placed on your Book Store account within 2 business days (if there are funds available).
 - https://secure.na1.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhAsXtdrSK0lyWIG4npj7aN3TXGyLDokQqN5OA0C1kZ8nxIFRUPgi75_oXEHpYQo_gM*
2. In the first blank, please enter your name. In the next blank, please enter how much of your credit you would like to use for your books. You can find out the amount of your excess financial aid by reviewing your account under the student finance tile in self-service. In the next blank, enter the date you are completing the form.
 - ****PLEASE NOTE* Once the money is moved to your bookstore account, it cannot be moved again. Any excess money moved will remain on your bookstore account until you depart from the University.***

I have received an estimate cost of my books for this semester from the Campus Book Store.

* _____ has received \$ _____ * USD in book credit on their Student ID swipe card on _____.

3. After you have entered the information above, please sign your name. You will also need to enter your Student ID number. NOTE: This is ***NOT*** the number located on the back of your ID card. You can find your Student ID number by logging onto your Self Service (it appears under your picture when looking at the Finance tab and is called your Colleague ID.)

By signing this form, I understand that:

- The amount that I am placing on my Book Store Account CANNOT be refunded back to my student billing account.
- I will not be able to receive any cash refunds if I do not use all of the funds on my Book Store Account. These funds will stay on the Book Store Account for future semester use.

Student Signature * Click here to sign _____ Date Apr 23, 2021 _____

Student ID * _____

4. Once you have completed the E-sign Document in its' entirety, please click the "Submit" button. The document will send you back an email that asks you to verify your email. Hit Verify. Please allow 2 full business days for the Campbell Solution Center staff to apply the funds to your book store account.

If you experience any issues or have questions regarding this process please reach out to:

Campbellsolutioncenter@gmercyu.edu