



OFFICE OF THE
CURRICULUM COORDINATOR

REQUEST FOR INSTRUCTIONAL MATERIALS FEES

*(Due to the Curriculum Office no later than **FEB. 1, 2012** to be effective for the 2012-2013 academic year)*

Department: _____

(ex. ACCT, CDI, HIST – NOTE: Use only one department code per form)

Course #(s): _____

Is this course cross-listed? ☐ Yes ☐ No **If “Yes”, please list all cross-listings:**

Course Cross-listing(s): _____

☐ *New Fee* ☐ *Change to Existing Fee* ☐ *Delete Existing Fee*

Materials Fee: \$ _____ **Course Fee Detail Code:** _____

Materials Fee FOAP: _____

(See attached FOAPs)

FUND

ORG

ACCT

PROG

Description of tangible materials the student will receive for fee (must be of continuing value to the student):

Identify how materials relate to course objectives:

Division Dean

Date

Letha Jeanpierre, VP of Budget and Finance

Date

Christina Espinosa-Pieb, VP of Instruction

Date

Teri Gerard, Budget Analyst

Date

FOR ADMINISTRATIVE USE ONLY:

Primary cross-listing course requesting fee?

☐

YES

☐

NO

Entered: FMP _____

BANNER _____

DATE ENTERED: _____

INITIALS: _____