

McNEESE STATE UNIVERSITY
Custom Textbook Approval Routing Sheet

(PLEASE PRINT)

Custom Textbook Name: _____

Author's Name: _____

Edition and/or Copyright: _____

Publisher: _____

Book order deadline date: _____

ISBN (if available): _____

Course Name: _____

Course #: (Abbr. /No.) _____

Effective Date of Use: _____

Required Use: ☐ Required ☐ Supplemental

Number of Units Needed: _____ ☐ Year ☐ Semester

University Account into which book royalties are anticipated to be deposited:

Account Name: _____ Account Number: _____

NOTE: The publishing contract for the above referenced custom textbook should be attached to this routing sheet. This routing sheet should be fully completed and approved in appropriate order.

I certify, as the **AUTHOR** of the above Work, that the Work is original except for material in the public domain and such excerpts from other works as may be included in the written permission of the copyright owners; that the Work does not contain any libelous or obscene material or injurious formulas, recipes, or instructions; that the Work does not infringe any trade name, trademark, or copyright; and that the Work does not invade or violate any right or privacy, personal or proprietary right, or other common law or statutory right.

I further certify that the Work has been created in accordance with the *McNeese Textbook and Course Material Policy (amended 05/07/2012)* and with Louisiana Ethics Laws.

Initials Date

I, as **DEPARTMENT HEAD**, certify that the Work has been adopted in accordance with the *McNeese Textbook and Course Material Policy (amended 05/07/2012)*. I approve the University contracting the above custom textbook for use in the classroom.

Initials Date

I, as **DEAN of the College of** _____, certify that the Work *has been adopted in accordance with the McNeese Textbook and Course Material Policy (amended 05/07/2012)*. I approve of the University contracting the above custom textbook for its use in the classroom

Initials Date

I, as **VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS**, approve of the above custom textbook to be used in the classroom.

Initials Date

DIRECTOR OF PURCHASING has reviewed and amended as appropriate this contract for compliance with Institutional policies and State regulations.

Initials Date

VICE PRESIDENT OF BUSINESS AFFAIRS has reviewed and signed the contract and has mailed the contract to the publisher for signature.

Initials Date

OFFICE OF BUSINESS AFFAIRS has received the fully executed contract from the Publisher and has distributed copies of the contract to the following departments:

Initials Date

**UNIVERSITY BOOKSTORE MANAGER
ACADEMIC DEPARTMENT HEAD**

**ADMINISTRATIVE ACCOUNTING
OFFICE OF PURCHASING**