

# **Policies and Procedures Handbook**

## **Illinois Institute of Technology**

Procedure No.: J.4  
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**Subject:** Books and Supplies on Scholarship

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All books and supplies issued by the University or its contracted third party Bookstore that are to be charged to existing scholarship funds or to be invoiced in accordance with our agreement with the scholarship sponsor or with governmental agencies (other than the Veterans' Administration) will be handled in the following manner.

- I. All books and supplies requested by students who have excess financial aid must be authorized by the Bursar Office.
- II. NROTC students' books and supplies will be authorized by the NROTC unit on the IIT campus.
- III. Books and supplies that will be paid for by other governmental agencies, and any other sponsors not listed above, will be approved by the Bursar Office.
- IV. All authorizations for the issuance of books and supplies must reflect dollar limitations.
- V. All books and supplies authorized must be purchased before the fourth week of the semester involved. The authorization must reflect this time limit.
- VI. The University or its contracted third party Bookstore will process all charge slips for books and supplies issued as authorized by this procedure.
- VII. The Bursar Office will accumulate the charge slips and will charge the appropriate students' accounts or provide an invoice to the appropriate sponsor promptly upon the receipt of all information pertaining to all books and supplies issued for the term.
- VIII. The Registrar's Office will accumulate the charge slips and will charge the Veterans Administration for the appropriate students' accounts.