# PRAIRIE VIEW A&M UNIVERSITY
# Administrative Procedures Manual

**13.99.99.P0.10 Book Vouchers**
**Issued: April 1, 1999**
***Supersedes: APM 70.12***

1. Purpose

The purpose of book vouchers is to assist students with purchasing their text books with their financial aid.

2. Types

There are two types of book vouchers:

2.1 Book vouchers funded with financial aid overpayments.

2.2 Book vouchers funded with book scholarships

3. Procedures

3.1 Students with an overpayment due them request a book voucher from the Student Financial Aid Office.

3.2 Departments awarding book scholarships submit their awards on a Scholarship Grant Authorization Form and state on the form that the scholarship is for books.

3.3 The Director of Student Financial Aid prepares/approves Book Voucher Forms for the students referenced above and submits copies to the Auxiliary Support Services Department and to the Fiscal Affairs Department.

3.4 The Director of Student Financial Aid posts the book voucher scholarships to the students fee accounts.

3.5 The Auxiliary Support Services Department activates a book voucher account for the student on the ID Card Access System for the approved amount.

3.6 The Fiscal Office enters the amount of the approved book voucher charge to the respective student fee accounts.

3.7 The student purchases their books at the University Bookstore and charges the purchase amount to their book voucher account (up to the approved amount).

3.8 The Bookstore contractor submits billings for the book voucher charges to the Auxiliary Support Services Department.

3.9 The Director of Auxiliary Support Services verifies all billings to the supporting documents, prepares a purchase voucher for payment, and submits it to the Fiscal Affairs Department for payment.

3.10 Prior to the end of each semester, the Director of Auxiliary Services will deactivate all book voucher accounts and submit credit adjustments to the Fiscal Affairs Department for posting to the respective students' fee accounts.

Contacts: Director of Financial Aid
Director of Auxiliary Support Services