

# CUNY/ VR&E BOOKS

## MICROSOFT FORMS VOUCHER INSTRUCTIONS (PER SEMESTER)

### NOTE

- INPUT **AUTHORIZATION NUMBER** WHEN FILLING OUT THE MICROSOFT BOOK VOUCHER FORM
- HAVE YOUR COURSE REQUIRED TEXTBOOKS INFORMATION AVAILABLE: TITLE, AUTHOR NAME, AND ISBN

#### STEP 1



##### CONTACT YOUR VR&E REP. :

- STUDENT INFORMS VR&E THAT COURSE BOOKS ARE NEEDED

#### STEP 2



##### VR&E REP. WILL GENERATE:

- A **PURCHASE ORDER NUMBER** (PO #)
- THEN AN **AUTHORIZATION NUMBER** FOR STUDENTS TO USE WHEN FILLING OUT BOOKS/SUPPLIES FORM

#### STEP 3



##### VR&E REP. EMAILS:

- THE AUTHORIZATION NUMBER TO THE STUDENT VETERAN

#### STEP 4



##### CONTACT CAMPUS SCHOOL CERTIFYING OFFICIAL (SCO):

- EMAIL SCO THAT YOU'RE REQUESTING BOOKS/ SUPPLIES

#### STEP 5



##### COMPLETE AND SUBMIT THE MICROSOFT BOOKS/SUPPLIES VOUCHER FORM:

[HTTPS://FORMS.OFFICE.COM/R/202YZIPYCF](https://forms.office.com/R/202YZIPYCF)

 NOTE: AFTER SUBMITTING, SAVE A COPY OF THE FORM FOR YOUR RECORD.

#### STEP 6



##### WITHIN 24-48 HOURS:

- FOLLETT WILL ACCESS STUDENT'S FORM & STUDENT'S ACCOUNT WILL BE CREATED.

# FOLLETT

## BOOKS & SUPPLIES VOUCHER INSTRUCTIONS (PER SEMESTER)

### NOTE

- HAVE YOUR REQUIRED TEXTBOOK INFORMATION: TITLE, AUTHOR NAME, AND ISBN
- PAYMENT OPTION INPUT AUTHORIZATION NUMBER (NOT STUDENT/EMPLID)

### STEP 7

#### **FOLLETT REPRESENTATIVE WILL EMAIL:**

- THE LINK ON HOW TO ORDER YOUR BOOKS /SUPPLIES FOR THE SEMESTER

### STEP 8

#### **GO TO BMCC STORE WEBSITE:**

[HTTPS://WWW.BKSTR.COM/BMCCSTORE/HOME](https://www.bkstr.com/BMCCSTORE/HOME)

### STEP 9

#### **SELECT THE TAB:**

- TEXTBOOKS

### STEP 10

#### **SELECT PROGRAM AND TERM IN THE DROPDOWN SECTION, CHOOSE:**

- CUNY VA VOUCHERS
- VOUCHERS "SEMESTER /YEAR"

### STEP 11

#### **IN THE SECTION SHOP BY COURSE DROPDOWN, SELECT:**

- DEPARTMENT
- COURSE
- SECTION

### STEP 12

#### **IN THE SECTION CHECKOUT PAGE:**

- CREATE AN ACCOUNT
- FILL OUT SHIIPPING INFORMATION
- PAYMENT OPTION: CHECK BOX "FINANCIAL AID/VOUCHER/VA VOUCHER"
- ENTER YOUR **AUTHORIZATION VOUCHER #** AS THE STUDENT ID CODE
- CLICK FIND ACCOUNTS
- SELECT BOOKS OR SUPPLIES  
SHIPPING WILL TAKE 3-4 DAYS

IF YOU HAVE ANY QUESTIONS OR NEED FURTHER ASSISTANCE, PLEASE EMAIL:  
**2330MGR@FOLLETT.COM**

### NOTE: BOOK FORMATS

- DIGITAL MATERIALS ARE THE PREFERRED CHOICE FOR TEXTBOOKS.
- PLEASE BE AWARE THAT PHYSICAL COPIES MAY TAKE LONGER, PARTICULARLY CUSTOM BOOKS FOR YOUR COLLEGE.

# FOLLETT BOOKS & SUPPLIES PROCESSING PAYMENT OPTION

To help clarify expectations, please see the outlined steps below:

## 1. Select Payment Option **NOTE:** SKIP “PROMO CODE & APPLY” SECTION

- Students must check the box labeled:  
“Financial Aid/Voucher/VA Voucher.”

This step is essential to activate the appropriate payment method.

## 2. Click “Find Accounts”

- Once the correct authorization number has been entered, students should select “Find Accounts” to proceed.

## 3. Select the Appropriate Account Type

- Students should choose either “Books” or “Supplies” based on their approval.  
Only one option should be selected unless the student is authorized for both. Selecting both without proper authorization may cause delays or denials.