

ADP Bookstore

2600 SE 98th Ave. Suite 200, Portland, Oregon 97266

Email: adpbookstore@warnerpacific.edu Phone: 503-517-1556 Fax: 503-517-1551

Open Hours: Monday-Thursday 9:00am-6:30pm and Friday 12:00pm-4:00pm



ADP Textbook Request (All fields must be filled in to process request.)

Last Name _____ First Name _____

Course ID# _____ Taking with Cohort* _____ Start Date _____

*Must Be in the following format: (Example: AAOD 1-01)

Format: XX/XX/XXXX

Please choose one:

I will pick up my textbooks at the ADP Bookstore.

The following individual has my permission to pick up my textbooks at the ADP Bookstore _____.

Please deliver to Cohort* _____ at the _____ on _____.

* Must Be in the following format: (Example: AAOD 1-01)

Campus Name

Format: XX/XX/XXXX

Textbook delivery requests must be made **one week in advance of desired delivery date.

All requests for textbooks must be submitted in writing to the ADP Bookstore. Students may do so in one of the following ways:

- Complete form, sign and return to the ADP Bookstore at the Centre 205 campus
- Complete form, sign and fax to (503) 517-1551.
- Complete form, save, and attach it to an e-mail sent from your Warner Pacific email account to adpbookstore@warnerpacific.edu (Submitted as an attachment through your Warner Pacific e-mail account, your email will count as your signature.)

Warner Pacific has a 5 Day Return Period Policy for all ADP Textbooks.

Students have **5 days after submission of their DROP form** to return their textbooks to the ADP Bookstore. Textbooks must be received in new condition. If textbooks are shrink-wrapped, the shrink-wrap must be intact. **After 5 days, textbooks are no longer eligible for return.**

Please sign verifying you have read and understand the educational and financial policies as stated in the ADP Bulletin and agree to pay all charges resulting from this request.

Student Signature _____

Date _____

OFFICE USE ONLY

Title of Textbook(s) _____

Roster Updated _____