

ATTACHMENT A: SAMPLE BROADCAST EMAIL REQUEST

Please broadcast the following to all CCNY Faculty by September 25. Vice President Posman [or appropriate senior officer] has approved this request.

FROM: "CCNY Bookstore" <no-reply@ccny.cuny.edu>
SUBJECT LINE: Spring/Winter Session Text Book Requisitions due Oct. 16

[text]

TO: The City College Faculty
FROM: CCNY Bookstore

We need to have your Text book requisitions for the **SPRING / WINTER SESSION** as soon as possible (Oct 16th the latest). Kindly send us your book request via the methods below. Those of you who have submitted already, we thank you for your cooperation.

Having your request early allows us time to offer the material in different formats as in Print, Digital and in Rental (Where available).

1.) Please use our website to order: www.ccny.bkstr.com. Click on Faculty Services then on on-line adoptions. The password is **431**. **New users must register.**

2.) You may also download an order form from the website and return it to us via email at bookstore@ccny.cuny.edu

We also ask if no course materials are *required*, you'll let us know, so we may pass this information on to the students in-store and on our website.

Thank you all in advance for your cooperation.