

TO: Departmental Customers

DATE: April 28, 2007

FROM: Bookstores

SUBJECT: Open Bookstore Account

DEPARTMENTS WANTING TO START AN OPEN IV FOR FISCAL YEAR 2008

An open account with the Bookstores allows authorized employees from your department to charge merchandise without bringing in a document. The Bookstore then bills the account every two to six weeks.

To open an account:

1. Complete the attached authorization.
2. Copy the completed form onto department letterhead.
3. This authorization will not be valid if it is not on department letterhead.

Please bring, fax, or mail a departmental letterhead authorization to any U of MN Bookstores.

STORE	LOCATION	PHONE #	FAX #
Coffman Union	300 Washington Ave SE	624-7945	624-7760
St. Paul	7 Student Center	624-9200	625-2229
Law School	229 19 th Ave S	626-8569	624-0014

If you have any questions, feel free to contact the stores as listed above.