

To obtain a voucher

Financial Aid Students:

- You must have filed for and be eligible for Financial Aid to qualify for a voucher. You will need to contact the Campus Cache JKB109 to fill out a promissory note and have your funds verified.

Students whose financial aid has already been disbursed are not eligible for a financial aid book voucher.

- Bring an estimate of book costs (including shipping, we recommend estimating \$25 per book) to the Campus Cache JKB 109. An estimate can be obtained by logging onto to the [Virtual Bookstore](http://bookstore.mbsdirect.net/matsu.htm) (bookstore.mbsdirect.net/matsu.htm) and completing the ordering process up to the invoice. Due to the time difference, vouchers may take up to 24 hours to process and be available for online ordering.

Agency Students:

- Contact your caseworker to make sure your paperwork has been sent to the college.
- Bring an estimate of book cost (including shipping) to the Campus Cache JKB109 and a voucher will be issued. An estimate can be obtained by logging onto to the Virtual Bookstore (bookstore.mbsdirect.net/matsu.htm) and completing the ordering process up to the invoice. Due to the time difference, vouchers may take up to 24 hours to process and be available for online ordering.
- Contact the Agency Technician in the Campus Cache JKB109 or by calling (907) 745-9739 option 2, to be sure your paperwork has been processed and a voucher issued.

Other Students:

- If you are not using financial aid or your financial aid cannot be verified you can come into the Campus Cache JKB109 and make a payment on your account with cash, check, Visa or MasterCard. At that point, we will issue a voucher for books. ***Any money that is not used to purchase books will be applied toward your outstanding balance, if any.***

If you have any questions about ***vouchers or textbook ordering*** please contact Campus Cache staff at (907) 745-9739 option 1 or by email at msc.campus.cache@alaska.edu.

If you have questions about your ***financial aid status*** contact the Financial Aid office at (907) 745-9719.