


OFFICE OF RECORD: Bookstore
INITIATED BY: Bookstore Manager
APPROVED BY: 
EFFECTIVE DATE: July 1, 1988

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BOOKSTORE CHARGES

POLICY

The Bookstore is authorized to accept the signature of a student with pending financial aid or the signature of an authorized representative of institutional departments or campus organizations as authority to charge purchases.

PROCEDURES

1. Students who have pending financial aid may charge textbooks and other appropriate supplies. An "authorization" must be obtained from the Business Office and brought to the Bookstore before any charges are allowed. Faculty and staff are not permitted to charge. If necessary, unpaid balances will be subject to penalties, collection charges and held transcripts if left unpaid.
2. Academic departments, grants and contracts, and student organizations with funds on deposit with the college and administrative departments may charge items to their respective accounts. The Business Office is responsible for accounts receivable. Outside organizations may charge items with special permission.
3. The minimum charge will be \$10.00. Purchases for less than \$10.00 must be paid in cash and will be reimbursed at the Business Office.
4. Discounts. The following discounts will be granted on purchases by academic departments, grants and contracts, student organizations and administrative departments: Ten percent on books from inventory and twenty-five percent on supply items from inventory. Special order items will be sold with at least a ten percent margin on selling price.