



POLICY TITLE	Bookstore	Policy Number	222
Section	Financial Affairs and Development	Approval Date	March 14, 1994
Subsection	Auxiliary Services	Effective Date	March 14, 1994
Responsible Office	Office of the Vice President of Finance and Administration		

1.0 PURPOSE

2.0

3.0 DEFINITIONS

4.0 POLICY

4.1 Sale of Instructional Supplies and Materials

4.1.1 The sale of textbooks, instructional supplies and materials, etc., on university property shall be the responsibility of the University Bookstore. However, students may, through properly sanctioned and organized clubs or organizations, have a role in selling the above items as indicated in the annual guidelines maintained by the Bookstore Director.

4.2 On-Campus Sales by Vendors and University Departments

4.2.1 No vendor or university department shall sell directly or arrange for the sale of textbooks, instructional supplies and materials, etc., on university property without the proper approval of the appropriate dean in consultation with the Bookstore Director. Further, when conducting an approved sale, such vendors and university departments shall operate in conformity with applicable guidelines. Annual guidelines for the operation of such activities shall be maintained by the Bookstore Director and approved by the President's staff.

4.2.2 Bookstore Guidelines for Departmental Sales



4.2.2.1 If an item a department wishes to sell fits one or more of the following conditions, formal written approval should be obtained prior to the sale:

- 1) The Bookstore chooses not to offer the item for resale because of lack of product knowledge, lack of sales space, pricing concerns, or the inability to provide adequate service.
- 2) The item is not available at the Bookstore and is not traditionally for sale at college stores.
- 3) The Bookstore is unable to purchase the item for resale. Students purchasing items from departments should do so by presenting a fee card at the Bookstore, making payment (including sales tax), and returning the validated fee card to the department for pickup of the items.

4.2.2 Bookstore Guidelines for Student Group Sales

4.2.2.1 Student groups wishing to raise funds through on-campus sales must meet the following guidelines and obtain formal written approval prior to the sale:

- 1) The sale must be for a limited period or single event only.
- 2) The sales area may not be located near the Bookstore entrance or display areas.
- 3) The student group will be responsible for any unsold items. Arrangements may be made with the Bookstore to purchase any excess, but such arrangements must be made prior to the sale.



DEPARTMENTAL/STUDENT GROUP ON CAMPUS SALES APPROVAL REQUEST

Department or student group:

Name: _____ Date: _____

Dean/Director Approval: _____

Item Information

Manufacturer: _____

Product name/number: _____

Description: _____

Sales price: _____

Sales period desired: _____

Reason for department or student group sales: _____

Approval

Auxiliary Services Director: _____

Date: _____

Bookstore Director: _____

Restrictions: _____

5.0 PROCEDURES

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity