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: _______________________________________________________

POLICY HISTORY

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<thead>
<tr>
<th>Date of Last Action</th>
<th>Action Taken</th>
<th>Authorizing Entity</th>
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5.0 PROCEDURES

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