



Policies and Procedures Manual

Title: Bookstore - Department Purchases Policy
Policy Administrator: Director of Bookstore
Effective Date: Jan-04-2010
Approved by: Vice President for Administration and Finance

Purpose:

This document is intended to inform the College community of the policies regarding departmental purchases at the College bookstore.

Policy:

1.0 Departmental Purchases in Bookstore

College departments may purchase any in stock books or merchandise in the College bookstore. They will receive a 10% discount and will not be charged sales tax. Textbooks are not subject to the 10% discount.

1.1 *Payment*

Departmental purchases may be paid for with a department procurement card. Payments may also be made using a [requisition payment form](#), clearly stating the department's full chart string. Payments using requisition payment forms should be for purchases of \$25.00 or greater. Reimbursement of purchases under \$25.00 can be obtained using a [cash payment form](#) through the Controller's Office, O'Kane 159.

1.2 *Auditing By Controller's Office*

Departmental purchases are subject to auditing by the Controller's office for appropriateness. Departments should keep detailed receipts for one full year from the point of purchases.

Forms:

Title: Requisition Payment Form
Title: Cash Payment Form

Related Information:

Title:
Title:

Policy # 320400-003
Date of Last Review Jan-04-2010