



## **Policy/Procedure on Bookstore Charges**

Effective Date 01/03/06

**Responsible Office:** Controller's Office

**Date Issued:** 01/03/06

**Purpose:** The regulations have been developed to insure that bookstore charges to a department's budget has been authorized by the budget owner

### **Policy:**

Orders placed with the bookstore need to supply the account (department/budget) number to be charged and have the budget owner's signature on it. If someone other than the budget owner is picking up the order they can bring a Check Requisition form with the account number and appropriate signature on it. Retain one (1) copy for your records and the bookstore will send one (1) copy to the Controller's office with the signed receipt.

All pick ups/delivery must be signed and include your phone number. Employee ID is required when picking up an order.

Purchases at the bookstore are charged to your budget and the same purchase policy applies to items bought at the bookstore. Personal items (for example candy) should not be charged to your account. Standard office supplies may be available at a better price with one of our office suppliers. Rich Lockwood in Purchasing (x5538) will assist you.