



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 9/90	Revision Date: 5/10	Page: 1 of 1
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	Section: PROPERTY & CAPITAL EQUIPMENT		
Subject: PURCHASES FOR RESALE			

GENERAL STATEMENT OF POLICY

No merchandise is to be sold by any University account without direct approval of the Bookstore Manager.

In some fund raising activities, accrued monies can be accumulated through the Bookstore for departments. Such activities must be approved by Bookstore Manager and the financial manager supervising the account involved. The University Bookstore is responsible for collecting and disbursing the appropriate taxes and licensing/royalty fees related to such sales.

The Vice President for Finance and Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.