TITLE: Bookstore Desk Copy Policy and Procedure

RATIONALE: The purpose or function of this policy is to provide a fast, efficient and economical means for supplying needed desk copies to faculty members.

POLICY STATEMENT

If a NRCTC Campus needs a desk copy for one of its faculty members, it must fill out a Departmental Purchase Requisition and present it to the Bookstore. A purchase order will be processed charging the book to the division. The Bookstore will not process an invoice against the purchase order until the end of that particular semester. If a new unmarked, unsoiled book is returned to the Bookstore prior to the end of the semester, the purchase order will be canceled. When a book is returned, the Bookstore will issue a return receipt. Campuses must keep this receipt. It will be impossible to extend the return privilege beyond the end of the current semester. A semester is approximately four months long and that is more than sufficient time to secure a desk copy from the publisher. If the book has not been replaced by the end of the semester, an invoice will be processed against the purchase order and paid by the campus.

The only way the Bookstore will issue a book charged to a campus is by receiving a Departmental Purchase Requisition properly signed by the appropriate NRCTC officers.

RELATED POLICIES:

RESPONSIBLE OFFICE: Director of Bookstore

_____________________________  March 3, 2005_____________________
President  Date