

5.17 Bookstore

Policy Tracking	Date
Approved	
Revised	
Reviewed	

The Chief Financial Officer shall be responsible for the efficient operation of the College Bookstore (“Bookstore”). The Bookstore shall be leased to and operated by a reputable third party vendor that has experience and expertise in operating college and university bookstores.

The operations of the bookstore shall be handled through the provisions of Institutional funds. All financial transactions pertaining to the bookstore shall be kept separate from all other activities of the College.

Use of Bookstore Receipts

Funds may be used to support instruction, student support services, student financial aid (e.g. scholarships, grants, loans, work study), student refunds, student activities, giveaways to students, curriculum development, program improvement, professional development, instructional equipment, and capital improvements related to facilities associated with the bookstore and/or student activities.

Funds shall not be used to support supplemental compensation or benefits of any personnel except bookstore personnel, administrative costs, promotional giveaways to individuals other than students, entertainment expenses, and fundraising.