

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 415: Bookstore Operations

1. The operation of the bookstore will be handled through the provisions of Institutional Funds, keeping Bookstore financial transactions separate from all other activities of the College.
2. The College will establish the mark-up(s) charged by the Bookstore.

* The College will periodically review the mark-up(s).
* Mark-ups shall be set at rates to assure that student costs are held to a minimum while allowing the Bookstore to generate net profit sufficient to meet operational needs.

1. Bookstore funds may be used as follows:

* Support of bookstore operating expenses including, but not limited to salaries, supplies, travel, materials, operating resources and equipment associated with the operation, support and enhancement of the bookstore.
* Funds in excess of these operating expenses may be used in support of:

1. Student aid and/or scholarships.
2. Other expenditures of direct benefit to students. (e.g., funding of positions for financial aid; support of The Student Government Association).
3. Other similar expenses authorized by the board of trustees. (e.g., new faculty positions for start-up of new programs, counselors, and instructional equipment).
4. The construction and renovation of the Bookstore itself.
5. The Student Center (operations of student associations and activities, and the construction and renovation).
6. Bookstore funds may not be used for:

* Supplemental salaries or bonuses of any personnel.
* Administrative support of the College other than that allowed above.
* College entertainment expense.

1. Educational activities for non-college personnel or college personnel to enhance student success are permissible.
2. Functions in which the primary purpose is lobbying or soliciting donations would be considered entertainment and are not permissible.

* Construction not listed above.

1. The financial activity and position of the Bookstore will be reported using the “thirteenth month accrual basis” which is consistent with the basis for reporting the College’s other funds.
2. A complete physical inventory will be taken of all items for resale as of June 30 each year. Included in the inventory will be:

* All items received although an invoice may not have been received until the following year.
* All items that have been returned by for which credit has not yet been received.

1. The bookstore receipts shall be deposited each business day in the Business Office.
2. Return of Books:

* Books and materials may be returned within seven (7) days of purchase, with original receipt and student ID to receive a full refund.
* Returned books and materials must be in the same condition as when it was purchased to receive a full refund. Software, electronics and e-book/access codes are not returnable if opened.
* The Bookstore Manager has the authority to grant exceptions to this policy.

1. Book Buyback:

* The buyback is conducted by a third party; thus, the bookstore is not responsible for the prices assigned for buyback refunds.
* An A-B Tech student ID is required.

Definitions: None

Owner: Business and Finance

Updated: August 6, 2012

Pursuant to Board policy, Chapter 400, Section 415, Bookstore operations and use of profits must be followed.