Policy: 01-10-00

University Bookstore

OFFICE OF RECORD: Bookstore
ISSUED BY: Bookstore Director
APPROVED BY: 01-10-00
EFFECTIVE DATE: 6/5/87
Last Revised 2/3/00

Policy

The Bookstore is owned and operated by Dakota State University for the benefit of the students, faculty and staff. The operating goal of the Bookstore is to provide textbooks, supplies and other appropriate materials required by the academic programs and student life of the campus.

Procedures

Management

The Bookstore Director is responsible for the operation of the Bookstore and the implementation of its policies and procedures. The Bookstore Director shall have available at all times for the users' information price structures and the most recent income statements and balance sheet reports on the Bookstore.

Bookstore Charges

The Bookstore allows various institutional departments and organizations to charge. Academic units and administrative offices may charge items to their respective accounts. All charges will be transferred to the respective account at the end of the month.