

COLLEGE OF MICRONESIA-FSM  
BOARD POLICY No. 5700

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**Bookstore Operation Policy**

Date Adopted: 01 April 1993

Date Revised: 21 March 2019

Date Reviewed: 24-24 March, 21 March 2019

References: Memorandum from Bookstore Manager to all Departments, April 28, 1998

The COM-FSM Bookstore is an institution-wide auxiliary enterprise of COM-FSM and intends to be self-sufficient. The Bookstore was established to provide the instructional materials, office supplies, sundries, and promotional materials needed by students, faculty and staff.

The Bookstore shall be under the supervision of the Comptroller and the Bookstore Manager shall handle the day-to-day business affairs.

The College shall maintain one bookstore in each campus which shall be part of the COM-FSM Bookstore. The functional operation of the Campus Bookstore shall be under the supervision of the Bookstore Manager. However, the administrative supervision shall be under the State Campus Dean/Director and delegated to the State Campus Fiscal Officer.

Financial Reports and budgets of the National Campus and State Campus Bookstores shall be consolidated under the COM-FSM Bookstore, where separate Fund is maintained.

See Administrative Procedure 5700