

## **BUSINESS FINANCE 8.1 BOOKSTORE**

### **POLICY :**

The Bookstore is an institution-wide auxiliary enterprise of COM-FSM and intends to be self-sufficient. The Bookstore is primarily established to provide instructional materials for 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 of Bookstore operations. The College shall maintain one bookstore in each campus. For state campuses, the administrative supervision shall be under the State Campus Director and delegated to the Fiscal Officer.

The Bookstore shall purchase textbooks based on the need of National and state campuses. Funding for the purchase of textbooks shall be from General Fund of the college.

The Bookstore shall operate within the operating expenditure budget approved by the Board of Regents.

Financial reports and budgets of the National Campus and State Campus Book stores shall be consolidated under the Bookstore.

The Comptroller and Bookstore Manager are responsible in the development and implementation of the operating guidelines and procedures of bookstore operations in consultation and coordination with Director of Academic Program.

### **PURPOSE :**

The purpose of this policy is to establish and implement the institution-wide operating policies and procedures of the COM-FSM Bookstore.

### **APPLICATION :**

This shall apply to all faculty, staff and students who are engaged in the operations of COM-FSM Bookstore.

### **RESPONSIBILITIES :**

Bookstore Manager – responsible in the day to day operation of the COM-FSM Bookstores at all sites.

Academic Program Director/Division Chair/Coordinator/State Campus Director – determines textbooks orders.

Fiscal Officer – acts as the Bookstore Manager at the Campus.

Bookstore Assistant – assists the Bookstore Manager/Fiscal Officer in the sales operation of the Bookstore and the shipping of stocks to state campuses.

Comptroller – oversees the operation of the Bookstore.

**REFERENCES :**

1. Memorandum from Bookstore Manager to all Departments, April 28, 1998
2. College Community comments received via email.
3. Presentation and workshop conducted by Comptroller and Bookstore Manager at state campuses.
4. Discussions and meetings by President, Vice - President for Instructions, Vice – President for Administration, Comptroller, Academic Program Director and Bookstore Manager.
5. Bookstore Point of Sale and Inventory System (BPIS)