

<b>SUBJECT:</b>  <b>Book Ordering Procedures</b> <b>Custom Book Ordering</b>	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  02-2-002
	<b>Supersedes:</b>  Policy:  Date:	<b>Page</b> <b>1</b> <b>Of</b> <b>2</b>
	<b>Responsible Authority:</b>  Bookstore Manager	

**I. Purpose and statement of operational policy underlying the procedure.**

The policy ensures that adequate text books are ordered and in stock to be available for purchase prior to the start of classes.

**II. Applicability/Scope**

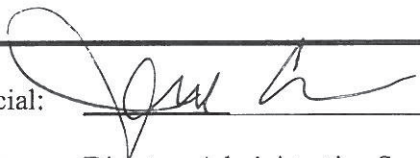
This policy applies to all Faculty.

**III. Process for Implementing Procedure**

Responsibility	Action	Timeline
Faculty	Will submit and advise the Bookstore of which text books will be needed for their class sections.	Early as Possible
Faculty	Will submit and advise the Bookstore if a Custom book is needed for their class section.	Early as Possible
Bookstore Manager	Will expedite the order once it is received and will stock the bookstore with the requested text books.	Allow two weeks for textbook delivery.
Bookstore Manager	Will order custom books if requested and will stock the bookstore with the Custom Books requested.	Allow three to four weeks on Custom Book Orders.

**IV. Related policies/References for more information**

Administrative Services Manual.

Authorizing Official: 	Authorization Date: <u>0-10-11</u>
Title: <u>Director, Administrative Services</u>	