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| <b>SUBJECT:</b><br><br><b>Bookstore Methods of Payment</b> | <b>Effective Date:</b><br><br>July 1, 2011             | <b>Policy Number:</b><br><br>02-2-004 |
|  | <b>Supersedes:</b><br><br>Policy:<br><br>Date:         | <b>Page 1 Of 2</b>                    |
|  | <b>Responsible Authority:</b><br><br>Bookstore Manager |                                       |
|  |  |                                       |

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

The policy communicates information concerning the methods of payment that are accepted in the Campus Bookstore.

**II. Applicability/Scope**

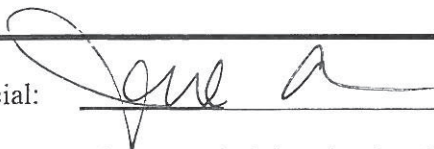
This policy applies to all Bookstore Patrons to include students, faculty and staff.

**III. Process for Implementing Procedure**

| <b>Responsibility</b> | <b>Action</b>  | <b>Timeline</b> |
|-----------------------|--|-----------------|
| Bookstore Manager     | Will post notices in the store of what types of payments are accepted. |                 |
| Patrons               | Will make purchases using cash, debit/ credit card or book vouchers.   |                 |

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

Administrative Services Policy Manual

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