

THE  
LeMoyné-Owen  
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

<b>SUBJECT:</b>  Bookstore Sales & Services	<b>Effective Date:</b> July 1, 2011	<b>Policy Number:</b> 02-2-006
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b>  Bookstore Manager	

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

The policy ensures that all Patrons have knowledge of what services and sales are available within the scope of the Campus Bookstore.

**II. Applicability/Scope**

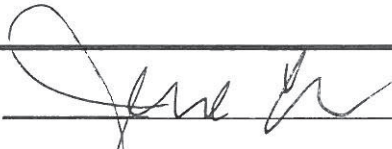
This applies to all Patrons to include students, faculty and staff.

**III. Process for Implementing Procedure**

Responsibility	Action	Timeline
Bookstore Manager	Will promote the types of services that are offered in the Bookstore.	
Bookstore Manager	Will communicate discounted rates offered to Campus employees and when these discounts are available to utilize.	
Bookstore Manager	Will process all sales and advised patrons of Bookstore return policies.	
Bookstore Manager	Will ensure that the Bookstore is stocked with appropriate text books, apparel and consumable goods for purchase.	

**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>		