

Orangeburg-Calhoun Technical College

Statement of Policy

Title: College Bookstore Operations

Number: 7.004

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Department of
Responsibility: Vice President for Business Affairs

Authorization:

Area Commission Chairman

President

Date Approved: November 16, 2004

Last Revised: June 15, 2021

Last Reviewed: August 2, 2016

The college bookstore shall operate as an auxiliary enterprise and shall provide textbooks, materials and supplies necessary for the students and operation of the College. The Bookstore Manager is authorized to act as purchasing agent for bookstore operations.

Items sold by the bookstore to the College for its necessary operation shall be sold at cost. Selling prices to all others shall be based on direct cost, indirect cost, and market conditions to insure a sound financial auxiliary enterprise operation.

All merchandise shall be sold on a cash or acceptable credit card basis with the following exceptions:

1. Students on scholarship, grant, or other approved sponsorships shall be permitted to charge items according to the stipulation of the grants or sponsors.
2. College employees shall be permitted to charge items for College use in accordance with established procedures.