

## University Bookstore Purchases

Section 6:11 Revised 01/01/2001

Office and Administrative supplies should not be purchased from the University Bookstore when they are available through the campus Purchasing or Stores operations. When not available from these sources, the following procedures apply for acquisition of material from the Bookstore.

When the department makes a purchase of this type, the request will be made on a Bookstore Requisition Invoice which may be obtained from the University Bookstore.

The charges for these purchases will be processed through the Business Office and applied to the appropriate account indicated on the Requisition Invoice. Petty Cash will not be used for Bookstore purchases.

These charges will show up on the monthly computer report of expenditures from departmental funds. Any refunds or returns of merchandise will be made in the form of a check requisition from the Bookstore payable to the department, and this credit will also be processed through the computer and will be so indicated on the monthly report.

Purchasing software from the University Bookstore requires a purchase order number which may be obtained from Purchasing.