

**PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE**

4041-PVC

College Bookstore

Reference: Education Code Sections 81676, 81676.5

An account known as the "Palo Verde College Pirate Bookstore Account" shall be established in a local bank designated by the Board of Trustees, and all receipts derived from Pirate Bookstore sales and other income shall be deposited therein and shall be expended for the operation, expansion, and maintenance of the Pirate Bookstore.

The Office of Administrative Services shall have custody and accountability of the Pirate Bookstore account. An annual audit of the account shall be made and the cost of the audit shall be a charge against the funds of the District.

The Pirate Bookstore may purchase and resell items such as textbooks, school supplies, clothing, and notions. The Pirate Bookstore shall not purchase used textbooks from students. However, the bookstore will sell used books individually on a consignment basis.

The hours of operation shall be determined as experience indicates the need for this service.

Any purchases made by the bookstore, including purchases made by bid and contract, are subject to the same legal requirements and restraints as those made by the District.

Faculty members may purchase supplies, equipment, and textbooks which are authorized as an instructional expense. Such purchases shall be recorded by the Bookstore Manager and shall be charged to the appropriate instructional budget account. Faculty members may purchase anything offered by the bookstore at their own expense.

(Formerly a part of PVC Board Policy 6490)

09/25/08 College Council Approval
10/28/08 Board First Read
11/18/08 Board Second Read and Approval