

**PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE**

6900

Bookstore

Reference: Education Code Section 81676

The Palo Verde College bookstore operating policies are formulated by the Vice President of Administrative Services in consultation with the Superintendent/President. The Bookstore Manager is responsible to the Vice President of Administrative Services for implementation of operational policies and procedures and maintains close working relationships with administrators and faculty.

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

The Office of Administrative Services shall have custody and accountability of the bookstore account. An annual audit of the accounts and records of the bookstore are conducted along with the District's annual external audit.

The bookstore shall be operated and managed in a manner that is directed toward fiscal independence with no direct or indirect cost to the District.

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

The bookstore shall not stock and sell at cost or below cost items of equipment and supplies.

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.

See also BP/AP 6300 - Fiscal Management

See also BP/AP 6400 - Audits

(Formerly PVC Board Policy 6490)

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval