

Policy 502

1 Introduction

1.1 The Appalachian State University Bookstore provides the University community with items necessary to meet its educational needs as well as items to enhance campus life. The University Bookstore is operated according to guidelines set up by University officials and the requirements of Article 3 of Chapter 143 of the General Statutes of North Carolina . The University Bookstore offers a wide variety of merchandise and services to the students of Appalachian and their families, as well as faculty and staff.

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Auxiliary Services

4.1.1 The University Bookstore is a part of Auxiliary Services and is administratively one of the responsibilities of the Assistant Vice Chancellor for Auxiliary Services who reports to the Vice Chancellor for Business Affairs.

4.2 Pricing

4.2.1 The Bookstore pricing policy is in accordance with the National Association of College Stores. The profits from the Bookstore are used to fund student loans and scholarships.

4.3 Departments

4.3.1 The store has four departments to serve the needs of the campus. They are: Textbooks, Merchandise, Paperbacks, and Sporting Goods.

4.4 Payment of Goods

4.4.1 The Bookstore accepts cash, checks, MasterCard?, Visa or the purchase may be placed on Accounts Receivable if the purchase is charged to a University budget code. (See Bookstore Procedure 1) Faculty, staff and students also have the option to use their Appalachian Express account.

4.5 Check Cashing Policy

4.5.1 The Bookstore accepts personal checks from students, faculty, and staff which are made payable to the University Bookstore or Appalachian State University Bookstore. The check must be accompanied by a student I.D. card, a faculty or staff I.D. card, or a valid driver's license. All checks must include local address, University P.O. Box number when applicable, student, faculty or staff I.D. number or Social Security number. Checks will be cashed up to \$25.00 over the amount of the purchase, although a purchase is not required.

4.6 Location

4.6.1 The Bookstore is located at 210 College Street and is open Monday through Friday from 8:30 a.m. until 5:00 p.m. The store is also open on Saturday from 8:30 a.m. until 12:00 during the spring and fall semesters. The Bookstore is closed on Saturday during the summer. The Bookstore observes the same holiday schedule as the University. For a current closing schedule please refer to the Auxiliary Services calendar. The telephone number for the Bookstore is 262-3070.

4.7 Organizational Chart

Book Division Manager	Business Manager	Merchandse Division Manager
Processing Assistant	Accounting Technician	Computer Department Manager
Sales Manager	Accounting Clerk IV	Micro Computer Consultant
Sales Clerk II	Stock Supervisor	Sales Clerk II
Temporaries	Housekeeper	Sales Clerk I

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates