

Pine Technical College

Policy and Procedure

Policy Number: 410 REV 1 Date: 03/15/99 Revision Date: 01/31/2007

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Revised: Jodie Haavisto/Janis Wegner/Ron Scherman

Subject: Bookstore Inventory Management

Authorities:

Purpose:

To establish an efficient, cost-effective procedure for managing the inventory of textbooks and other instructional materials maintained by the Bookstore

Policy:

The Pine Technical College Bookstore will maintain an optimum level of textbook and instructional material inventory based on student demand and cost-effectiveness

Procedure:

1. No later than 70 days prior to the beginning of each semester, the Bookstore Coordinator will distribute textbook and material order forms to Pine Technical College faculty for on-campus courses and to coordinators for off-campus courses taught at Pine Technical College through distance learning.
2. Faculty/coordinators will return completed textbook and material order forms to the Bookstore Coordinator no later than 55 calendar days prior to the beginning of each semester.
3. The Bookstore Coordinator will assemble textbook and material orders by vendor to minimize shipping and handling costs and complete purchase orders.
4. Completed purchase order will be submitted to the Business Office for processing. Orders will be placed no later than 45 calendar days prior to the beginning of each semester.
5. When textbooks and materials are delayed, the Bookstore Coordinator will notify the appropriate faculty/coordinator.
6. The Bookstore Coordinator will adopt, order, receive, enter inventory in accounting system and stock the shelves with books and materials for purchase.
7. To the extent available, textbooks will be placed on the shelves one week prior to the semester start.
8. The shipping and restocking costs incurred due to faculty/coordinators lack of accurately forecasting class enrollment /student needs will be borne by the appropriate department.
9. Additional shipping costs incurred due to orders submitted by faculty/coordinators less than 55 calendar days prior to the beginning of the semester will be borne by the appropriate department.
10. After consultation with the appropriate faculty/coordinator, the Bookstore Coordinator will return all unused inventory in a timely manner.

11. Approximately the last day of the fiscal year a physical inventory will be taken. Adjustments to the accounting system will be made if necessary and any unexplained discrepancies will be investigated.

Dissemination:

Supervisors and Division Chairs will distribute to employees in their respective areas

Revision Reviewed by Leadership Team:

Revision Reviewed by Faculty Shared Governance:

Approved: _____ Date: 3/28/07

Robert L. Musgrove, Ph.D., President