

Title: BOOKSTORE: CHARGES BY DEPARTMENTS
Category: Education/Student Services: Bookstore
Policy No.: E6002
Replaces:
Applicability: All College Employees
Issue Date: June 1999
Amended Date:
Source(s): Langara Council
Approval: _____
President

1. PURPOSE

To provide clarity and consistency relating to departmental charges in the Bookstore.

2. DEFINITIONS

Not applicable.

3. AUTHORITY

3.1 Related Acts and Regulations

[B.C Freedom of Information and Protection of Privacy Act](#)

[B.C. College and Institute Act](#)

3.2 Related Policies

[Bookstore Discount](#)

4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

Not applicable.

5. POLICY

Langara College shall allow internal departmental charges at the Bookstore.

6. GUIDELINES/STANDARDS

Not applicable.

7. EXCEPTIONS

Not applicable.

8. PROCEDURES

Departments may charge bookstore stock to their departmental account following these procedures:

8.1 Purchases

8.1.1 For small ticket items that are purchased frequently (e.g. stationery), the Budget Officer of the department concerned should sign a Desk Copy form, marked "Standing Order", which will be kept on file at the Bookstore. This Standing Order should also make clear which staff are entitled to charge items.

8.1.2 Any employee wishing to charge items to their department which are in stock in the Bookstore and which are not small ticket items per 8.1.(a) above will be required to have a Desk Copy form (available in the Bookstore and mailroom) signed by the Budget Officer (e.g. Department Chair) or designate (designate name on record with the Bookstore) before the items can be charged.

8.1.3 The person charging items in the Bookstore will be required to identify themselves with a Langara ID card which is valid within the calendar year and will sign and print their names on the till receipt. The Bookstore will record the name and transaction which will be kept on file.

8.1.4 For details of discounts for individuals and bulk discounts, see "[Bookstore Discount](#)" Policy.

9. INQUIRIES

For further information regarding this policy, please contact the Dean of Student and Education Support Services.

10. APPENDICES

Not applicable.