

HAYWOOD COMMUNITY COLLEGE	BUSINESS SERVICES BOOKSTORE	Policy 6.3.1
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I. Bookstore

The Chief Financial Officer shall be responsible for the efficient operation of the College Bookstore (“Bookstore”). The Bookstore shall be leased to and operated by a reputable third party vendor that has experience and expertise in operating college and university bookstores.

The operations of the bookstore shall be handled through the provisions of Institutional funds. All financial transactions pertaining to the bookstore shall be kept separate from all other activities of the College.

II. Use of Bookstore Revenues

Funds may be used to support instruction, student support services, student financial aid (e.g. scholarships, grants, loans, work study), student refunds, student activities, giveaways to students, curriculum development, program improvement, professional development, instructional equipment, and capital improvements related to facilities associated with the bookstore and/or student activities.

Funds shall not be used to support any supplemental salary, benefit or other form of compensation of any personnel. Funds shall not be used to support administrative costs, promotional giveaways to individuals other than students, entertainment expenses, and fundraising expenses.

Adopted: 05-01-2017
 Revised: 03-05-2019
 Legal Reference: 1H SBCCC 300.3