

COLORADO STATE UNIVERSITY PURCHASING MANUAL

I. GENERAL

- A. The Colorado State University Bookstore serves students, departments, non-University personnel and the CSU campus community.
- B. The Bookstore's primary stock consists of text and reference books and general school supplies which are provided on a competitive cost basis. In addition, specialty soft goods, novelties and sundries are provided as convenience items on a quality and brand demand basis rather than a lowest cost basis.
- C. In addition to purchasing from standard vendors the Colorado State University Bookstore purchases used textbooks from students for retail resale.
- D. The Colorado State University Bookstore also handles special orders from departments for specific books, magazines, etc.
- E. The special type operations and problems outlined above require special purchasing procedures and forms which are outlined in this instruction.

II. POLICIES

- A. The Colorado State University Bookstore will operate as an auxiliary enterprise. It will primarily make available textbooks, school supplies and selected sundries to Colorado State University students and the University community.
- B. The Director of Purchasing delegates authority to the Director of the Colorado State University Bookstore to authorize purchases and to use the special procedures outlined in this Section for the procurement of all items authorized for resale in the Colorado State University Bookstore subject to the following:
 - 1. The Bookstore will not stock or handle special limited use items for departments; i.e., stationery or envelopes with a specific department letterhead.
 - 2. The Bookstore will not sell furniture of any kind to CSU Departments.
 - 3. The Bookstore will not stock or sell any pre-printed University administrative forms. Such forms will be stocked and furnished by the University department responsible for administering the function.
- C. Departments will be given a discount from regular shelf or catalog price, either in the form of a sales discount or through special departmental pricing.

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- D. Only Intramural Orders (IMOs or IMO cards) will be used as the sole transaction document between departments and the Bookstore for all general use items. Ordering through the CSU /SciQuest Marketplace is permitted.
- E. Purchase of classroom books. All classroom book requests (adoptions) must be coordinated through the Bookstore.
- G. Purchase of all other books. The purchase of all other books may either be through the Bookstore by Intramural Order (IMO), or they may at user option be purchased on the Authorization for Expenditure. The AFE is limited to \$3000. All purchases that exceed \$3000 must be purchased by IMO through the Bookstore.

III. BOOKSTORE PURCHASING ORGANIZATION

The items purchased for the Bookstore are divided into six classifications with a specialist handling the purchasing requirements in each respective area. All authorized buyers are responsible to the Bookstore Manager. The purchasing classifications are:

- Textbooks
- Trade and Reference books
- School and Office Supplies (pens, stationary, IMO)
- Soft goods
- Engineering and art supplies
- Gifts and Novelties

IV. PROCEDURES

A. Determination of requirements

1. Textbooks. Requirements for textbooks, workbooks and related books are furnished to the Bookstore by the respective faculty member. This is accomplished using the bookstore's web adoption options, via fax, email, phone or in person.

Upon receipt of the above requirement the responsible buyers input the order into the bookstore's inventory system, check the on hand stock (new and used) and estimate the quantity of buy-back books which will be received. Based on these factors, the responsible buyers determine the net requirements.

2. General supplies. Requirements for special course supplies are submitted by the respective faculty members. Requirements for all other general supplies are

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determined by inspection of stock levels, evaluation of sales and seasons, and review of previous purchases.

3. Special items. Requirements for certain special items such as greeting cards, tapes, etc., are determined by the buyer based on sales of each specific item, established stock levels and turnover desired.
4. Special orders. Items may be special ordered based on customer requests and product availability.

B. Vendor selection

1. Single vendor. In the case of new textbooks, reference books and certain related supplies only a single vendor or publisher supplies the item and no competitive bid is possible.
2. Competitive bids. Competitive bids shall be obtained on large purchases of common items whenever possible. If telephone bids are obtained, such bids should be documented as to date, vendor, name of individual contacted, item, quantity and price.
3. Name brands. In retail sales, customers may demand name brands. In such cases competitive bids should be sought when competition exists.
4. Judgment and comparison. In the case of art, engineering and other special supplies various samples may be obtained and tested by applicable potential customers. Selection is based on quality, price and customer preference.
5. Special services. Vendors may be selected based on value of special services offered such as furnishing display counters, servicing displays, accepting return of old, out of season or unsold goods, etc.

- C. Purchase of textbooks. After requirements are determined as outlined in paragraph A. above, the requirements should be segregated by publisher, itemized through the bookstore's inventory system and put on a Colorado State University Bookstore Purchase Order. The Purchase Orders shall be reviewed and signed by an authorized individual and an electronic copy shall be maintained in the inventory system. Either an electronic or hard copy should be distributed as follows:

To publisher or vendor
Bookstore Receiving Department
Bookstore Accounting Department

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- D. Purchase of special manuals and workbooks. In certain cases manuals or workbooks are written by a Colorado State University professor for a specific class. These items are usually printed by Communications and Creative Services and made available to the Colorado State University Bookstore as well as commercial bookstores. The Colorado State University Bookstore should use an Intramural Order (IMO) for such purchases.
- E. Purchase of general supplies and books other than textbooks.
1. Use of Purchase Order. If the use of a Purchase Order is applicable the individual responsible for the category of items as outlined in paragraph III should list the items required on the Purchase Order and forward to the designated authorized individual for signature and distribution. Copies should be distributed as follows:

To publisher or vendor
Bookstore office file
Accounts Payable (after receipt of items)
Bookstore Receiving Department
- F. Book buy-back
1. Policy. The Bookstore will buy back from properly identified students any book in good condition for which the Bookstore receives requests for the next semester.
 2. Price. The student will be paid one half the current price of a new book if in good condition and the book is requested for use in the coming term as long as the book is a current edition in good condition and the bookstore anticipates sales to meet demand.
 3. Procedure. The bookstore may, at its option, hire local buyers and use current employees to purchase books from CSU students using CSU funds or partner with a used book vendor to have books purchased on the bookstore's behalf using the vendor partner's funds. Books not used at CSU for the upcoming semester may be bought at a "wholesale price". In either case the customer will present ID at the beginning of the buyback transaction, the ID will be entered electronically into the system and the transaction will record ID, author, title and ISBN as well as the amount each book is purchased for. At the end of the used book buy the bookstore will run an audit report showing the name or ID of the person selling books, the author, title and ISBN of the book(s) sold and the amount paid for each book.

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G. Receiving procedures

1. For material ordered on Purchase Orders. The material ordered is listed on the receiving copies of the Purchase Order at the time the order is initiated. Using these copies, the material should be checked upon receipt, any discrepancies noted and the receiving report dated and signed by the individual receiving the materials. The documents shall then be forwarded to the applicable Bookstore accounting section.
2. For material not ordered on a Purchase Order. The invoice or statement should be used as the detailed receiving report. When goods are received the document should be checked, any discrepancies noted and the document dated and signed by the receiving individual. The documents shall then be forwarded to the applicable Bookstore accounting section.

- H. Merchandise return procedures. Under certain conditions publishers and vendors will accept return of merchandise for full credit refund. This is accomplished by creating a return document through the bookstore's inventory system and forwarding the return request to the publisher or vendor. The return should be completed according to internal procedures of the Bookstore and forwarded to the respective publisher or vendor.

When the return is approved by the publisher or vendor, action should be taken by the Bookstore to ship the merchandise. The merchandise should be listed on the return and a copy should be forwarded to the publisher or vendor and the Bookstore Accounting Department.

I. Procedure for vendor payment

1. Purchase Order used. If the Colorado State University Bookstore Purchase Order was used Accounts Payable will prepare the vendor payment check upon completion and input of the order as follow.
 - a. The Bookstore Receiving Department receives merchandise on a copy of the receiving document noting any discrepancies, errors or damaged goods.
 - b. Invoice and receiving document are matched for payment and sent to the Bookstore Accounting Department.
 - c. Discrepancies and errors are communicated to publisher or vendor and resolved (new product or appropriate credit sent).
 - d. Designated buyer approves for payment and signs document.
 - e. Bookstore Accounting Department inputs document into CSU system for payment.
 - f. Documents are filed.
 - g. Purchase order is saved electronically in the Bookstore's Point-of-Sale system.