

AP 6900 Bookstore

Reference:

Education Code Section 81676

Management

The Bookstore Manager will work with the College's Chief Fiscal Officer and fiscal officers of Taft College in matters of finance. The manager will endeavor to see that the bookstore procedures are carried out successfully.

Financial Procedures

Sales

All sales are to be cash or credit card basis unless otherwise authorized, such as veteran's, State rehabilitation, etc.

Purchases

All purchases are the responsibility of the Bookstore Manager and must be authorized by issuing a purchase order for all purchases.

Deposits

Reconciliation of the cash shall be the responsibility of the Manager. Accounting and all receipts are to be deposited in a bank approved by the Chief Fiscal Officer.

Audit

In accordance with the provisions of the Education Code, the Taft College Bookstore will be audited annually.

Bonds and Insurance

It will be the responsibility of the College's Chief Fiscal officer to ensure that the Taft College Bookstore has adequate insurance coverage, such as:

1. Bonds on all personnel handling funds.
2. Workers Compensation.
3. Fire insurance on all bookstore owned equipment.
4. Public liability and property damage.
5. PERS and OASDI (Social Security).