A. Auxiliary

1. Auxiliary Funds: The President will present to the Board of Trustees annual budgets recommending expenditures of the auxiliary funds. The Board of Trustees will approve all expenditures of these funds by approval of the budgets presented. These funds may not be expended unless budgeted.

2. Fiscal Year: The fiscal year will be July 1 through June 30 in accordance with the State Board of Community Colleges.

3. Financial Reports: Financial reports will be prepared on a monthly basis and presented to the Board of Trustees and the appropriate state and county agencies.

4. Insurance: The College shall secure and maintain adequate insurance coverage by reputable carriers. Policies shall provide for fire, theft, comprehensive, and other such coverage as the President and the Vice President for Finance and Operations may deem desirable. The College shall carry liability coverage for members of the Board and the college staff.

5. Bonding: Administrators and other college officials as determined by the President shall be properly bonded.

B. Bookstore

1. Purpose

The Bookstore is operated by the College for the convenience of students and staff members and also services the outside community. Textbooks, school supplies, office and college-related supplies for faculty and staff, and school spirit items are stocked by the Bookstore.

2. Responsibility

   a. It is the responsibility of the bookstore director, under the direction of the chief financial officer, to provide bookstore services for the students of Gaston College.
b. The President and the chief financial officer will ensure appropriate operation of the bookstore and outline procedures and parameters for the use of revenue and profits.

3. Policy

a. No funds generated from operating the Bookstore shall be used to supplement salaries, travel, or per diem allowances of any personnel other than those persons primarily employed in this segment of the institutional operations.

b. Bookstore profits may be used for the following purposes listed herewith in priority order and for no other purposes:

   (1) support of the bookstore itself
   (2) student scholarships
   (3) other expenditures of direct benefit to students

c. Textbook refunds will be given on the following schedule:

   (1) First 10 business days of class: full refund
   (2) Third week of class: 1/2 refund
   (3) Fourth week of class: 1/4 refund

d. All returns must be accompanied by a cash register receipt and drop slip; textbooks must be new and in re-salable condition; and no refund will be given on textbooks purchased for previous semesters.

4. Procedures

a. The Bookstore will maintain an adequate stock, operate at hours convenient for students, and render essential items at a reasonable cost. Markup on textbooks shall be reasonable and consistent with the markup prevailing among other North Carolina community colleges.

b. Textbook requests, with course prefix and name, for textbooks to be used in regular curriculum classes should be submitted at least six weeks before the upcoming semester. Requisitions, with course prefix and name, for Extension and Adult Education classes should be submitted at least six weeks in advance of class.
c. Textbooks and Adult High School textbook ordering procedures for Lincoln Campus are the same as the Gaston Campus. When textbooks for Lincoln Campus are delivered to the Gaston Campus, they are processed, boxed, and Lincoln Campus is notified for pick-up. After each term, curriculum books not to be used for the following term are returned to Gaston College.

d. Students will ordinarily obtain their textbooks from the Bookstore. However, in the event a class is to be taught off campus at a business, textbooks are issued in advance to the class instructor. The instructor completes a request for textbooks and records the company's name and address for the Bookstore billing process.

e. Instructor's desk copies required by an instructor for use in an assigned course are not furnished through the Bookstore. It is customary for most publishers to furnish instructor's copies free of charge provided the book is an adopted text for a scheduled class. Some toll free numbers of publishers may be obtained in the Bookstore.

f. Requests for supplies for faculty and staff must be made on a requisition and signed by an authorized individual. Items requested are charged to departmental budgets.

g. Special requests for textbooks and supplies are processed for students, outside businesses, and the faculty.

C. Printing Department

1. Purpose

   Procedures for requesting printing and copying materials and/or services. (College business only)

2. Responsibility

   It is the responsibility of the Director of Printing and his/her employees, under the direction of the Chief Finance Officer, to provide efficient and quality printing services at a reasonable cost.
3. Procedures

a. Requisition forms for printing services, copy cards, and paper are available in the Printing Department. A requisition must be completed for each job or supply item requested. Requests for printing materials should be planned to allow adequate turn-around time. Completion of copy requests can be expected in two days or less. This schedule will be met provided that no equipment problems or unexpected employee absences occur. Offset printing requests require additional time for completion.

b. Printing requisition forms should indicate name, division/department, date requested, and date due. Printing requisitions should also indicate number of copies needed, number of originals, type and size of paper, type of finishing needed, and special instructions.

c. All cost for printing of materials and services are charged through the Business Office to the appropriate division/department.

d. Copying machines are located campus-wide. Copy cards for these machines can be requisitioned from the printing department, for college business only.

e. If more than 10 copies are needed of an original, the copies should be made in the Printing Department to be cost effective.

f. Copying of print materials may be subject to federal copyright laws. Each individual employee is responsible for the legality of his/her printing.