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SECTION: Business Affairs

SUBJECT: Textbook and Supplies Orders

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Policy for: Columbia
Procedure for: Columbia
Authorized by: Helen Zeigler
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I. Policy

The University requires that all book adoptions made by teaching faculty be placed with the University Bookstore. Upon request, the University Bookstore makes copies of all book adoptions available to all off-campus bookstores.

II. Procedure

- A. Each school or department will select an individual to oversee the process of submitting textbook orders within that discipline.
- B. Schools or departments will provide the University Bookstore with all requirements 90 to 120 days prior to the opening of the specific semester or will provide the School of Medicine Bookstore with all requirements 60 days prior to the rotation of courses or the opening of the specific semester.

The operation of the University Bookstore is contracted to a private company selected through the State of South Carolina Request for Proposals procedure.

Send comments to [Helen Zeigler](#)