

Chapter 6 – Business and Fiscal Affairs

AP 6900 Bookstore

Reference:

Education Code Section 81676.5

Bookstore Commission

A policy/recommending body to the Mt. SAC Auxiliary Services Corporation composed of the President, Associated Students as Chairperson; Director of Student Life as Vice-Chairperson; two students appointed by the Associated Students President; Student Bookstore Senator; one representative appointed by the Chief Fiscal Officer; one representative appointed by the Chief Instructional Officer; one representative from Human Resources; one representative appointed by the Academic Senate; the College's Chief Fiscal Officer; the Director, Bookstore; and the Administrative Director of Auxiliary Services, Ex-Officio.

Management

The Director, Bookstore will work with the Administrative Director of Auxiliary Services and the College's Chief Fiscal Officer in matters of finance. The Administrative Director of Auxiliary Services will have direct supervision of all assets. The Director, Bookstore will endeavor to see that the Sac Book Rac Procedure is carried out.

Finance Procedures

- A. Sales: All sales are to be on a cash and credit card basis unless otherwise authorized, such as authorized veterans, State Rehabilitation, etc.
- B. Purchases: All purchases are the responsibility of the Director, Bookstore and must be authorized by issuing a purchase order for all purchases.
- C. Deposits: Reconciliation of the cash shall be the responsibility of the Director, Accounting and all receipts are to be deposited in a bank approved by the Mt. SAC Auxiliary Services Board.
- D. Checks: All checks are to be drawn by the bookkeeper and will be signed by any two of the following: Administrative Director of Auxiliary Services, and a facsimile signature may be used; the College's Chief Fiscal Officer; or College President/CEO.
- E. Financial Statement: Financial statements will be prepared each month and included in the report of the Administrative Director of Auxiliary Services to the Mt. SAC Auxiliary Services Board. This will include the operating statement and balance sheet.
- F. Audit: In accordance with the provisions of the Education Code, the SAC Book Rac will be audited annually and the charge for such audit will be borne by the College.

G. Bonds and Insurance: It will be the responsibility of the College's Chief Fiscal Officer to see that the SAC Book Rac has adequate insurance coverage, such as:

1. bonds on all personnel handling funds;
2. Workers Compensation;
3. fire insurance on all SAC Book Rac owned equipment;
4. public liability and property damage; and
5. CalPERS and OASDI (Social Security).

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016