



Office of Business Affairs

## **Policy for Purchases at the Bookstore (Campus Store)** **Using University Funds**

The purpose of this policy is to set forth guidelines and procedures for purchases at the University Bookstore (Campus Store) using University funds.

Department purchases at the Bookstore (Queens and Staten Island campuses) should be made using a University Purchasing Card. Personal funds may not be used to make business purchases at the Bookstore.

Only Budget Administrators are authorized to make purchases at the Bookstore. If the Budget Administrator does not have a Purchasing Card (or does not have access to one within their department), the Bookstore will issue the attached form and require that the form be completed and signed at the time of purchase.

Departments will continue to receive a 20% discount with no sales tax when making purchases at the Bookstore. Exclusions to the 20% discount are: textbooks, sale merchandise, computer hardware, electronics, academically discounted computer software, MetroCards, and gift cards (please refer to the "Gift Card Policy" for specific information regarding the purchase of gift cards).

Receipts for Bookstore purchases made via Purchasing Cards must be submitted via a Concur Travel & Expense Report within thirty (30) days after purchase.



# ST. JOHN'S UNIVERSITY

## Form for Bookstore (Campus Store) Purchases Using Department Budget

Purchase Date: \_\_\_\_\_

Budget Administrator Name: \_\_\_\_\_

Budget Administrator X#: \_\_\_\_\_

Budget Administrator Extension: \_\_\_\_\_

Department Name: \_\_\_\_\_

Budget Number: Fund \_\_\_\_\_ – Org \_\_\_\_\_ – Account \_\_\_\_\_

Description of Items Purchased: \_\_\_\_\_

\_\_\_\_\_

Business Reason for Purchase: \_\_\_\_\_

\_\_\_\_\_

Purchase Amount: \_\_\_\_\_

I confirm by signature below that this purchase has been made in accordance with the "Policy for Purchases at the Bookstore (Campus Store) Using University funds."

\_\_\_\_\_  
(Budget Administrator Signature)