

Book Transfer Policy

Description of policy

Sales of books received as free sample copies from publishers by professors are strictly prohibited because this represents personal gain to the professor (based on the new State Law regarding purchasing that went into effect May 1, 2013). However, professors may transfer these books to the English Department. The Department may sell the books to wholesale book buyers and contribute all of the proceeds to the English Department student travel fund.

Procedure for Transferring Books

1. A book transfer form listing the date, professor's name, book title, book author, ISBN, and professor's signature must be filled out for each book transferred.
2. Each completed book transfer form is to be folded and inserted inside the cover of the book.
3. All transferred books will be stored in a designated location in the English Department until the next book buyer comes through.
4. When a book buyer visits, they will be shown the transferred books for possible purchase.
5. If a book buyer wishes to purchase a book(s), the date, purchase amount, and buyer's name will be noted on the bottom of each book transfer form.
6. Any money received will be taken to the SUU Cashier's Office immediately after the sale. A copy of each book transfer form totaling the amount of cash received will be taken to the Cashier's Office along with the cash.
7. A copy of each book transfer form totaling the amount of cash received will be kept in the Book Transfer Record Binder.
8. If the Cashier's Office is closed, the money will be placed in the lockbox in the Department Office until the next business day and then immediately taken to the SUU Cashier's Office.
9. The depositor will give the correct accounting Index to the Cashier's Office to ensure that the money is deposited to the book transfer account.
10. A copy of the Cashier's Office receipt will be kept in the Book Transfer Binder with the associated book transfer forms.
11. All book transfer forms and cash deposit receipts will be kept in the Book Transfer Binder in the English Department Office for a minimum of five years.

Use of book sale proceeds

Proceeds from the sale of transferred books may be used to fund student travel as per the English Department Student Travel Policy.

Accounting

An income/expense report for all receipts and disbursements for the Book Transfer Fund shall be given by the administrative assistant at each faculty meeting.

BOOK TRANSFER FORM

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Transfer Date: _____

Professor Name: _____

Name of book: _____

Author(s): _____

ISBN: _____

Professor Signature: _____

For Department Use Only:

Sale Price:	Deposit Date:	Name of Buyer: