

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 270.2	
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		Last Revision Date:	12-01-2020; 07-15-2019; 10-18-2011; 08-25-1997;
		Effective Date:	08-25-1997
Last Review Date:	02-07-2022		
Section:	Administration	Subject:	Publications Printed by Print Services and Sold to Students

PURPOSE

Publications created by faculty and printed by Print Services Lab may be sold to students.

PROCEDURE

1. All publications printed by Print Services Lab with the intention to be sold to students will be sold through the Bookstore. No money will be exchanged between students and college employees.
2. Faculty member(s) are responsible for preparing camera-ready copies of the publication for printing. Camera-ready copies need to be submitted far enough in advance to allow adequate time for printing.
3. With the approval of the appropriate Associate Dean/Dean and Bookstore Manager, a *Print Request* will be filled out with the Bookstore's budget code. The Bookstore is responsible for paying all production costs for the printed materials.
4. When printing is complete, the printed materials will be stored at the Bookstore for sale.
5. Faculty member(s) will submit book orders for the course(s) using the printed materials. The printed materials will be sent to the Bookstore, as ordered.
6. The Bookstore will sell the printed materials to the students after adding an appropriate mark-up to the production costs. Each faculty member using the materials may receive a free desk copy of the materials.
7. The disposal of unsold printed materials is the responsibility of the Bookstore. It is the responsibility of the Faculty member(s) to advise the Bookstore if the materials will be used in future semesters.