

NUMBER:	BUSA 3.00
SECTION:	Business Affairs
SUBJECT:	Textbook and Supplies Orders
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Policy for:	Columbia Campus
Procedure for:	Columbia Campus
Authorized by:	Associate Vice President for Business Affairs
Issued by:	Business Affairs

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## I. Policy

The University requires that all book adoptions specified by any course instructor (including all tenure-track faculty, non-tenure-track contract faculty, and graduate teaching assistants) must 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 course requirements not later than 120 days prior to 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. All terms of this exclusive contract must be followed by all university departments and course instructors of the university.

## III. Reason for Revision

Change in reporting deadline reflects current practice.