

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY PUR 305-02
	Section: Orders and Requisitions
	Page 1 of 1
	Responsible office: Purchasing
	Origination date: 07/01/1996
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PURPOSE

To determine responsibility for purchases of books and periodicals.

POLICY

PUR 305-02-01: Purchases of Books and Periodicals for the Library

The University's Library has unique requirements that call for special procedures regarding order forms, receipt of merchandise, and payments to suppliers. Therefore, the University Librarian has the authority and responsibility for the purchase of books and periodicals for library use.

PUR 305-02-02: Purchases of Books and Periodicals for the departmental or classroom use

Books for departmental or classroom use will be purchased through the University Bookstore, when possible.

All periodicals and subscriptions for departmental or classroom use will be purchased using standard purchasing procedures.

CROSS REFERENCE

- [PUR 205-00](#) Prohibited Purchases
- [PUR 301-09](#) Requisition Documents
- [PUR 302-01](#) Departmental Purchase Orders
- [PUR 303-00](#) Competitive Bidding (Complete Section)
- [PUR 600-01](#) Reporting Receipt of Order