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**UNBF and UNBSJ Bookstore Purchases Policy**

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**1.0 Application of Policy**

- 1.1 This policy applies to purchases from the UNBF and UNBSJ Bookstore funded through any account administered by the University including research grants and contracts.

**2.0 Purchases for Personal Use Prohibited**

- 2.1 University funds and funds administered by the University can only be used for a purpose that is related to the mission of the University. Any expenditure of these funds for personal purposes is strictly prohibited.

**3.0 Allowable, restricted and prohibited expenditure categories**

The UNBF and UNBSJ Bookstore use seven departments or categories to identify items being purchased.

**3.1 Allowable Categories.** These include:

- 1. Used Books
- 2. New Books
- 3. General interest/Reference books and some computer clearance items
- 4. Supplies and furniture

3.1.1 In order to purchase these items, employees must present their valid Faculty/Staff UNB photo ID and supply the bookstore employee with their account coding.

3.1.2 Employees must print and sign their name on both copies of the receipt.

**3.2 Restricted Categories.** These include:

- 5. Clothing
- 6. Giftware (including gift certificates)

3.2.1 In order to purchase items from these restricted categories, employees must complete a [UNBF Bookstore Voucher](#) or [UNBSJ Bookstore Voucher](#) form clearly identifying the item(s) required, the specific reason for the purchase, and the name of the individual the item is being purchased for.

3.2.2 The completed voucher **must** be approved by a Dean, Director's+ member, VPAC member, Assoc. /Asst. Vice President, Vice President or the President.

3.2.3 The voucher must be presented to the UNBF or UNBSJ Bookstore employee who will then process the order and retain the voucher.

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- 3.2.4 Both copies of the receipt must have the name of the employee making the transaction clearly printed and signed.
- 3.2.5 The UNBF or UNBSJ Bookstore will be returning the completed voucher to Financial Services where it will be reviewed for regulatory compliance of taxable benefits.
- 3.3 **Prohibited categories.** These include:
- 7. Miscellaneous
- 3.3.1 All items included in the miscellaneous category (newspapers, candy, gum, ice cream, pop, etc.) are prohibited and will not be charged to any University account by either the UNBF or UNBSJ Bookstore.
- 3.3.2 Under **exceptional circumstances** a purchase may be required that falls under the miscellaneous umbrella.
- 3.3.3 In this event, the individual will be responsible to pay for the item personally and then submit a request for reimbursement
- 3.4 **Computer hardware and software**  
Purchases of computer hardware and accessories through the UNBF or UNBSJ Bookstore must comply with the ITS policy which is located on the [ITS website](#).
- 4.0 **Department responsibilities**
- 4.1 It is the responsibility of the individual departments to communicate these guidelines to their employees and students so that there is a clear understanding of acceptable and unacceptable purchases.
- 4.2 The duplicate receipts that the UNBF or UNBSJ Bookstore employee gives to the purchaser should be collected and analyzed by the department to ensure that there is proper control over the type of expenditure being charged to their GL expense accounts.
- 5.0 **Exceptions**  
In the event that it is necessary for someone other than an employee to make a purchase on behalf of a department, the individual making the purchase **must** have a [UNBF Bookstore Voucher](#) or [UNBSJ Bookstore Voucher](#) completed as stated in 2.2 above. The employee requesting the purchase **must also include** on the voucher that the named individual is permitted to charge the **allowable** item to his or her department since they will not have a valid Faculty/Staff UNB photo ID.