

UNIVERSITY OF PITTSBURGH POLICY 05-05-01

CATEGORY: FINANCIAL AFFAIRS
SECTION: Book and Subscription Purchases
SUBJECT: Textbooks, Instructional Materials, and Subscriptions
EFFECTIVE DATE: November 9, 1993
PAGE(S): 1

I. SCOPE

This policy establishes regulations on the printing, purchase, and sale of textbooks and instructional materials.

II. POLICY

Textbooks and Instructional Materials

University schools or departments are responsible for initiating requests for the purchase of books and textbooks through the Book Centers and for the printing of department-based instructional materials through either the Book Centers or Central Business Services.

Central Business Services is responsible for the reproduction of all instructional materials sold to students.

The University Book Center or the Health Book Center is responsible for:

- Ordering all books and textbooks from the publisher, or any other source
- Making the final decision on quantities ordered, based on previous history, and the life of the book on campus
- The sale of all purchased material to students

Both the University Book Centers and Central Business Services are responsible for the sale of instructional material reproduced by Central Business Services to students and faculty.

Books Purchased for Departmental Use

For purchasing merchandise that involves the expenditure of University funds, a purchase requisition must be submitted to the University Book Center or the Health Book Center for approval and ordering, prior to making an oral commitment with a publisher.

Merchandise ordered from the Book Center or the Health Book Center will be billed to the department at publisher's suggested retail price less 10 percent discount.

Faculty members are not permitted to order directly from the publisher for departmental use or sell any textbooks, notes or supplies to students in class.

Subscriptions

The University Book Center, or the Health Book Center is responsible for processing subscription orders from the Superintendent of Documents and the National Technical Information Service.

All other subscriptions to journals, periodicals, and magazines should be ordered directly from the publisher.

III. REFERENCE

[Procedure FN 25, Textbooks, Instructional Materials, and Subscriptions](#) (formerly 05-05-01)