

Barnes & Noble Department Purchases:

Barnes & Noble shall provide authorized charge sales for supplies to university departments and offices at a 25% discount. Departments who wish to utilize the bookstore to purchase supplies shall provide the bookstore with an authorized (budget authority) signed inter-departmental invoice on a monthly basis to charge departmental supplies or use the university procurement card. Departments shall only purchase supplies that are deemed “necessary” for an office environment. Items that are deemed “unnecessary” for an office environment are apparel, including any and all items bearing a university emblem, logo, insignia or other identifying mark, trade books, hats, room accessories, gift items, class and alumni rings, jewelry, and convenience items. An exception will only be made for those trade books and text books that are considered “educational and/or motivational materials” that will either enhance the department collectively or the academic environment for students with disabilities. The inter-departmental invoice will only remain open during the month in which it was submitted. Additionally, any contracted vendor that reimburses the University for supplies, gift cards, etc. through a departmental budget shall be exempt from this policy.

Items that are deemed “unnecessary” for an office environment or give away items as listed above shall be purchased from a Foundation account. It is the responsibility of the Department to seek approval from the Foundation by contacting the Foundation (601) 266-4071 before the transaction is made.

Purpose:

Barnes & Noble shall serve as an additional provider of supplies to university departments and offices at a 25% discount. A copy of all transactions will be forwarded to Procurement and Contract Services Box #5054 to ensure compliance of university policy and procedures on a monthly basis. Barnes & Noble shall submit this report to Procurement and Contract Services by the first Friday of each month.

The department is responsible to keep adequate documentation of their purchases, and have these documents available to Procurement and Contract Services or to the Office of Internal Audit as requested. Departments that misuse funds may lose their buying privileges and/or face disciplinary action. This policy is not all-inclusive, nor does it address every situation that may arise. The intent is to assist in preventing common mistakes. It is the responsibility of the respective department to check the Southern Miss Procurement and Contract Services website for updates to policies.