

Section: Academic Administration

Section Number: 2.5.1

Subject: Library/Audio-Visual- Charges for Supplies

Date of Present Issue: 11/11/11

Date of Previous Issues:
01/79, 08/82, 10/87

POLICY:

The Library/Audio Visual Center may provide certain supply items for faculty, staff, and students for educational purposes on a cash or charge-back basis as follows:

- a. AV supplies needed by students (e.g. transparencies, DVD's, headphones, green scantrons, red scantrons, pencils, pens and highlighters) for classroom work (each item must cost less than \$5) may be purchased from the Audio Visual Services area. These items are charged to the individual on a cost recovery basis. Collected funds are deposited in the Cashier's Office, to the supply account, and a receipt is kept on file in the Audio Visual Center.
- b. Faculty and staff members needing audio visual supplies must sign for these items at the time of receipt and the amount will be charged back to the appropriate department at the end of each month.

ATTACHMENT 1	
LSSU AUDIO VISUAL CENTER	
Receipt Number:	Date:
Customer:	Served By:
Description:	Price:
<p style="margin: 0;">T H A N K Y O U</p> <p style="margin: 0;">(TIME IS AUTOMATICALLY PRINTED HERE)</p>	

Revision Date	Revision Summary	Revision Made By	Title/Dept.
11-11-2011	Updated policies with current available items for sale. Also updated policy to include the new policy on the established maximum value of each item that may be sold during a cash transaction.	Stephen Eles	Multimedia Specialist / Audio Visual Department