

D-1h PROCEDURE Bookstore/Cafeteria/Student Activity

Bookstore

The President is authorized to establish and operate College bookstores for the primary purpose of providing textbooks, materials, and other items as appropriate.

The bookstore may be leased to a private vendor upon approval of the Board of Governors.

Part of the funds received from the bookstore may be earmarked and set aside annually for the maintenance and capital improvement of the bookstore. The remainder of the net profit shall be available for redistribution as recommended by the President and upon approval of the Board of Governors.

A complete physical inventory of stock in trade shall be taken at the end of each fiscal year.

Cafeteria

The President is authorized to establish and operate a College food service program on each campus.

The food service program may be leased out to a private vendor upon approval of the Board of Governors.

A portion of the gain from operations may be earmarked and set aside annually for the maintenance and capital improvement of the food service facilities and the remainder of the gain from operations shall be available for redistribution as recommended by the President and upon approval of the Board of Governors.

A complete physical inventory of stock in trade shall be taken at the end of each fiscal year.

Student Activity

The President is authorized to establish a Student Activity Fund on each campus of Southeast Community College which may receive revenue from students, other individuals, and organizations.

Receipts and disbursements shall be processed as restricted accounts and under the supervision of the Dean of Student Services.