

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures		
Subject: SPECIAL ORDER FOR BOOKS, BOOKSTORE	Page:	18.03.01
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General

Upon receipt of an online order via the Bookstore website, the Bookstore will place a special order for textbooks or other general reading books for its customers.

As a service to CCM students and staff, the Bookstore will place special orders for textbooks or other general reading books. As special orders are usually not profitable in themselves, they do create good public and campus relations, and as a result, may prompt increased related sales.

Authority

Executive Vice President for Business and Finance

Responsibility

Director, Auxiliary Enterprises

Assistant Director, Auxiliary Enterprises

Procedure

Customers wishing to place a special order must place an order at the Campus Store website, (www.bookstore.ccm.edu) where a credit card pre-authorization or financial aid pre-authorization will serve as security for the special order. Special orders are non-refundable unless otherwise indicated at time of order.

When the book arrives, the customer is emailed. If the book is not picked up it is added to the store's inventory and returned during the appropriate returns period for the publisher from which it was sourced.