

COUNTY COLLEGE OF MORRIS

Business and Finance Division Procedures

Subject: ESTIMATING FOR TEXTBOOK
PURCHASES, BOOKSTORE OPERATION

Page: 18.04.01

Date: 11/12/2020

General

As a means for more accurately estimating the number of textbooks required for the upcoming semester, the Bookstore keeps a running history of textbook usage. This history is maintained in the textbook computer management system. The information and a knowledge of the number of textbooks in-stock forms the basis for the number of textbooks to be ordered.

Authority

Vice President for Business and Finance

Responsibility

Director of Auxiliary Enterprises
Textbook Coordinator

Procedure

1. The Textbook Coordinator orders an enrollment report from the information system department. This run indicates the projected and current enrollment by course and section number for each upcoming semester.
2. From the historical information and the estimated upcoming enrollment data the Textbook Coordinator estimates the number of students for the upcoming semester. The academic departments may be solicited in helping to arrive at this estimate.
3. Prompted by a Bookstore Textbook Requisition request, the academic departments provide the Bookstore with a textbook requisition that identifies the textbook to be used in the upcoming semester. This information is entered into the textbook computer management system.
4. On a weekly basis the enrollment report is reviewed and updated and estimates are revised based on current data.