COUNTY COLLEGE OF MORRIS
Business and Finance Division Policies and Procedures Manual

		Page:	18.04.01
Subject:	ESTIMATING FOR TEXTBOOK PURCHASES, CAMPUS STORE OPERATION	**Date:**	5/5/14

General

As a means for more accurately estimating the number of textbooks required for the upcoming semester, the Campus Store 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
Assistant Director of Auxiliary Enterprises
Textbook Coordinator

Procedure

1.   The Textbook Coordinator orders an enrollment report from the Information Systems department. This run indicates the projected enrollment by course and section number for each upcoming semester. The report is usually available by February 1 (for summer semester), February 1 (for fall semester), and September 1 (for spring 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 Campus Store Textbook Requisition request, the academic departments provide the Campus Store 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 the 10th day of class an enrollment report is ordered that indicates actual enrollment.