Purchases from the UWM Bookstore

I. University departments may place orders with the Bookstore.
   A. Order limits are in accordance with the ordering department's authority as outlined in Procedure 3.2.11 – Low Dollar Orders.
   B. The preferred method of ordering is by means of the Procurement Card. Order by means of Direct Charge of Internal Services if ordering is not possible by means of the Procurement Card.

II. Purchases from the Bookstore should be limited to small emergency orders or those items for which the Bookstore is a good source.
   A. The Bookstore's primary mission is to provide textbooks and related supplies for students and faculty. It sells other items for the convenience of its customers and to subsidize lower textbook prices.
   B. The Bookstore is not a University "Stores" operation. It is not intended to supply University operational supply needs.
      1. The Bookstore may be a competitive supplier of items which is available at the same price for student and staff personal purchase as it is for campus use.
      2. Office supplies are available from the contract office supplier with deep discounts and delivery within 24 to 48 hours. Office supply sources are described in detail in Procedure 3.3.2 – Office Supply Sources.
      3. Other contract supply sources are listed in Procedure 3.3.8 – Contract Listing.
   C. The appropriateness of certain purchases must be determined by the ordering department, and if necessary, by Business and Financial Services.
      1. The following items are normally allowable:
         a. Inexpensive pens and pencils.
         b. Paper and paper supplies.
         c. Duplicating supplies.
         d. Art supplies and materials.
         e. Books for classroom or reference use.
         f. Miscellaneous stationary and office supplies consistent with the department's needs.
      2. The following items are usually not allowed or if allowed require prior approval from Business and Financial Services:
         a. Expensive pens and pencils.
         b. Attache cases.
         c. Records and posters.
         d. Greeting cards, notes and stationary.
         e. Ashtrays.
         f. Expensive desk accessories and bookends.
         g. Gift supplies and candles.
         h. Cigarettes and candy.
         i. Jackets and sweatshirts.
j. Electric pencil sharpeners.
k. Items for personal use, or items considered to be inconsistent with the department's needs.
l. Items for eventual resale.

Contact Purchasing regarding purchases from the Bookstore.