

NORTHWEST FLORIDA STATE COLLEGE  
**Policy Number 6Hx17-4.31**

TITLE	RESALE PRICES
REFERENCE	
HISTORY	Local Language Revised November 2004

**Local Language**

1. The following procedures shall cover bookstore ordering and pricing:

a. **Retail Sales:** New textbooks on the current NWFSC adoption list will be sold at a 22% gross profit or at the list price established by the publisher or distributor if that list price yields a gross profit in excess of 22%. Used textbooks on the current NWFSC adoption list will be sold at a 22% gross profit on resale. Items which are purchased from agencies with no discount allowance extended to NWFSC (such as the U.S. Government Printing Office; Federal or State Commissions or Boards), will be resold at a 22% markup from the NWFSC cost price.

Supplies not covered by the above will be offered for resale at a 40% markup price. Supplies which are subject to Fair Trade price restrictions or for which the manufacturer-distributor has established a list price will be sold at such Fair Trade or list price.

b. **Special Orders:** The College Store will provide special order service for institutional program-related items. This service will be available on a non-discriminatory basis to NWFSC students, faculty and staff, identified by a current ID card. The customer will be required to make full advance payment for the item ordered. Any unforeseen additional cost incurred in connection

with the order must be paid to the College by the customer upon receipt of the item ordered. Any costs for forwarding special order items to customers will be paid by the customer. Special orders will be priced to provide a 25% markup on total College cost or will be sold at the Fair Trade Price or the list price set by the manufacturer-distributor.

c. **Special Sales:** Sales for the disposal of surplus College Store goods will be authorized by the President upon recommendation of the College Store Manager, concurrence of his/her supervisor, and approval of the appropriate Vice President, Associate Vice President, or Dean. Any special sales shall be at prices which cover College costs for such items, except for those unique circumstances where disposal is substantiated as necessary, yet feasible only at prices less than original costs.

2. **Central Services:** Sales to NWFSC accounts through Central Services (i.e., office supplies, printing, postage, etc.) will be at cost.