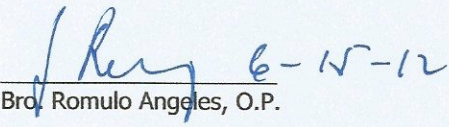


Policy No:	ADM-POL-FNR-0002
Policy Title:	Textbook Requisition Policy
Implementation Procedure:	ADM-PROC-FNR-0002 Textbook Requisition Procedure
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Finance and Resources Office
"Supersedes" Notification:	
Purpose of Policy:	This policy details the requirements in the requisition of textbooks.
Detailed Policy Statement:	<ul style="list-style-type: none"> • All textbook requisitions are first submitted to the textbooks committee for evaluation. • The list of approved textbooks and reference materials is forwarded to the bookstore section for requisition. • All requests for textbooks shall only be processed if the textbook committee provided the approval. • The Bookstore processes the ordering of the approved textbooks. • The number of textbooks maintained by the Bookstore will be dependent on the number of enrolled students, prior sales history and provision-for margin of safety.
Applicability:	All Academic Heads and Faculty Members
Policy Approval Authority:	Finance and Resources Director
Related Policies or References	
Definition:	
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval	

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