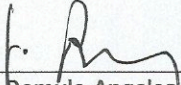


Policy No:	ADM-POL-FNR-0007
Policy Title:	Pricing of Merchandise Policy
Implementation Procedure:	
Date of Issuance:	S.Y. 2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Finance and Resources Office
"Supersedes" Notification:	
Purpose of Policy:	This policy enumerates the Colegio's system of pricing all merchandise.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The pricing of merchandise in the Bookstore is established using the purchase price gross of trade discount plus a mark-up assigned by the Director of the Finance and Resources Department. • The Section Head of the Bookstore is responsible for determining the price list of each product. • The Bookstore maintains an updated price list of their merchandise. • All merchandise available in the Bookstore should have visible tag prices. • The Finance and Resources Director approves the assignment and changes of the prices of every merchandise sold in the Bookstore.
Applicability:	Finance an Resources Department
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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