



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
AX-1.6.01	Auxiliary Services	07/01/2007	

I. Purpose

Auxiliary Services is a combination of self-supporting operations that exists to furnish a service directly or indirectly to students, faculty, and staff and charges a fee directly related to, but not necessarily equal to, the cost of the service.

In accordance with Regents' Policy, Sec. 702.02, "These operations shall be placed on a self-supporting basis, and the State will not make an appropriation to finance its operations."

II. Responsibility

All services operated as Auxiliary Services are by nature basically business services and are under direct management, control and supervision of the Chief Business Officer of the Institution. (Regents' Policy Section 7.11.01)

III. Food Service

The Cafe is operated by American Pie Pizzeria.

Any student or employee of the Institution may use these services on a cash basis. A limited number of guests may be served as is in the interest of the Institution.

Arrangements for special events and catering should be made directly with the manager of American Pie.

Funds budgeted under Education and General may not be used to purchase food or drink except as authorized on a Travel Expense Statement. For additional clarification, please call the Accounting Office.

IV. Bookstore

The Bookstore is a self-supporting facility for the use and benefit of the College community, and is owned and operated by Barnes & Noble. It is a vital link in the educational process not only in providing textbooks, but



other supplies as well. The Bookstore is normally open Monday – Thursday, 9:00 AM – 7:00 PM, and Friday 9:00 Am – 12:00 PM. These hours will vary from extended hours of operation at the beginning of each semester to summer and holiday schedules.

V. Vending Services

Vending machines for both drinks and snacks are located at designated spots across campus. The Vending service is a contracted service and all machines and products served are maintained by the Contractor. The College receives 1% of gross sales on the machines quarterly. The vending commissions check is accompanied by a quarterly sales report from the Contractor.