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Finance Policy: Purchase of Academic or Job Related Books

Type of Document:	Policy
Purpose:	The policy contains the SU rules and regulations in respect of the purchase of academic/job related textbooks.
Approved by:	Finance Committee
Date of Approval:	2008/11/19
Date of Implementation:	2008/11/19
Date of Next Revision:	As required
Date of Previous Revision(s):	None
Policy Owner¹:	Chief Operating Officer
Policy Curator²:	Chief Director: Finance
Keywords:	Academic Books, Job Related Books, Text Books
Validity:	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

SU Policies are available at www.sun.ac.za/policies

¹ Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

² Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

THE PURCHASE OF ACADEMIC/JOB RELATED TEXT BOOKS

Policy No: Finance Committee 19/11/08

Preamble: The policy contains the SU rules and regulations in respect of the purchase of academic/job related textbooks.

Policy:

THE PURCHASE OF ACADEMIC/JOB RELATED TEXT BOOKS

The purchase of academic/job related textbooks out of SU funds for personal use is permissible in cases where the textbooks are applied during the course of carrying out one's duties as an SU staff member. The purchase of academic/job related textbooks is subject to the SU Purchasing Policy and Procedure.

In cases where a staff member leaves the employ of SU the academic/job related textbooks remains the property of SU. The departmental chairperson/ discipline head/RC head will determine how the academic/job related textbooks will be applied within the relevant discipline/environment. Any selling, donation or destruction of academic/job related textbooks purchased with SU funding must be approved by the relevant departmental chairperson/ discipline head/RC head.