

 <p><b>ADMINISTRATIVE PROCEDURES</b></p>	<p><b>COMPLIMENTARY TEXTBOOK COLLECTION &amp; SALE PROCEDURE</b></p>		
<p><b>BUSINESS OFFICE</b></p>	<p><b>BOT POLICY 2.10.06</b></p>	<p><b>ADMINISTRATIVE PROCEDURE Complimentary Textbooks</b></p>	<p><b>PAGE 1 OF 1</b></p>

**Background**

The Washington State Executive Ethics Board (EEB) has issued opinions on the selling of textbooks sent to faculty for evaluation or review. In summary, EEB Advisory opinion 03-04 (September 12, 2003) states, "higher education faculty may not sell for personal gain textbooks that they received from publishers because the textbooks are related to the performance of official duties."

CCS employees therefore cannot sell complimentary textbooks. This procedure establishes the process for the disposal of complimentary textbooks received by CCS employees and is intended to comply with the Ethics in Public Service Law.

**Procedure**

1. Submit textbooks to the department administrative assistant.
2. The administrative assistant will complete an Equipment Disposal form and e-mail Central Services for pickup. The form is on the Intranet at <http://inet.ccs.spokane.edu/forms/district/ccs2805.pdf>. Provide the following information on the Equipment Disposal Form
  - a. General Information Section:
    1. Date disposed.
    2. Item description is: ***Complimentary Textbooks***
  - b. Type of Transaction Section:
 

**Code 1.** Check this box and indicate the actual number of books or the number of boxes for pick-up (e.g., ten textbooks or five boxes of textbooks).

Central Services will accumulate the textbooks and offer them for sale at the next available public surplus sale. Special attention will be given to notifying potential textbook buyers of the sale.

Proceeds from the sale of textbooks will be deposited in the Hagan Student Book Scholarship Funds (account numbers 5368 and 5369) at the CCS Foundation. The funds will be awarded for emergency textbook purchases.

Questions regarding the procedure should be directed to the CCS Chief Financial Officer, 434-5275.