

## **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.