

Stakeholder Groups														
Template Key P - Propose A - Approve (moves to the next level) I - Provide Input D - Decide (final approval)--shade in box in red N - Notify	Board	President	Chair(s)	Applicable Dean(s)	Faculty Assembly	Select Faculty	Leadership Team	Appropriate Director(s) or Manager(s)	Staff Assembly	Student Assembly	Select Students	Supervisor(s)	Other (i.e. Legal Counsel, Third Party Contractor, etc.)	Notes
CCS Bookstore														
How does the Bookstore determine what supplies to carry?					P		D		P	P	A			Supply requests can be made any student or staff member if used in a classroom environment.
How does a Department set up being able to Charge to a Department at the Bookstore?			I		P		D				A			A department is eligible to charge for supplies if they have allocated budget for supplies. Contact Bookstore by email or phone to add the appropriate account and budget number.
How can a student with financial limitations get help with supply costs?			I		P	D	A		I	P	A			CCS has a grant program called Support For Supplies that provides funds for supplies for eligible students.
How does the Bookstore determine whether a textbook can be eligible for the cash Book Buyback option.					I		D		I	I	A			The Bookstore has a Book Buyback session during the last week of every semester where used books can be sold for cash to the Bookstore. It applies for eligible books that will be used in future semesters.

Notes:
 *indicates as needed/applicable
 Please shade any D boxes in red for ease in identifying the final decision owner.