INTRODUCTION:
The Jacksonville State University Bookstore is operated by private contract and provides books, supplies, and related merchandise essential to the educational mission of the University. The store is open weekdays and on special occasions.

DEPARTMENTAL CHARGES:
Departments at JSU may purchase supplies through the Bookstore by submitting a Purchase Requisition payable to the contracted company. If the request is for a one-time purchase, the Purchasing Office will issue a Purchase Order that should be presented to the Bookstore at the time the merchandise is received. A department also has the option of requesting an “open-ended” Purchase Order to the Bookstore to permit purchases over a period of time. The department must present the JSU Departmental Charge Card and the Purchase Order Number each time a purchase is made and also process a Partial Payment Form. Special orders for supplies or merchandise not in stock may be processed using one of the catalogs available. Departments receive a 20% discount on general office supplies purchased in the Bookstore.

GRADUATION PARAPHERNALIA:
Graduation apparel and announcements for graduating students are sold each semester. Faculty graduation apparel may be purchased or rented in the Bookstore.