

SALE OF GOODS AND SERVICES POLICY

I. NAME

This document shall be called the policy of Sales of Goods and Services.

II. PURPOSE

This policy has been developed to define the legitimate purpose under which sales of goods and services for fees may be approved, and to establish a mechanism to review such sales.

III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the Associated Students Businesses Committee and report to the Board of Directors.

IV. AMENDMENTS

This policy may be amended by a 2/3 majority vote of the Associated Students Businesses Committee and report to the Board of Directors.

V. POLICY

A. Educational business activities shall be established and carried on only when pursuant to, and in accordance with, the terms and provisions of the California Education Code.

B. This policy shall not apply to charges for services of fees in the University's extracurricular programs, including food services, recreational programs and the performing arts programs.

C. Criteria for Sales to Campus Community Members

Each educational business activity shall meet the following conditions:

1. The goods or services are substantially and directly related to CSUC's instructional, research or service mission.
2. Provision of the goods or services on campus represents a special convenience and support to the campus community, or facilitates the extracurricular, public service, or residential life of the campus community.
3. The price or fee for the goods and services is established at such a level as to account for full costs, including all applicable and appropriate overhead.

D. Criteria for Sales to the External Community

The Associated Students shall not engage in or promote any sales activities solely for the purpose of raising revenue to support an educational or research activity if the goods or services sold are not directly and substantially related to the education program.

Each of the following criteria shall be used in assessing the validity of providing goods or services to the external community.

1. The goods or services represent a resource which is directly related to a unit's educational mission, which is not commonly available or otherwise easily accessible, and for which there is a demand from the external community.
2. The price or fee of the goods or services is established for the full costs of the goods or services, including applicable and appropriate overhead. The price of such items in the private marketplace shall be taken into account in establishing the price or fee.

E. Unrelated Activities

The Associated Students of California State University, Chico should comply with applicable laws and regulations pertaining to such activities, and educational business activities not falling within the guidelines established above may be unrelated business

income activities.

Approved ASBC: 4-20-88
Approved BOD: 5-4-88