COVID-19 PROCESS CHANGE 004
Bookstore Orders

As directed by the order of the Governor of the Commonwealth, many offices have been assigned to teleworking instead of being onsite to perform duties. The following processes are offered as guidance for ordering items from the Radford Bookstore, as directed by Radford University Administration.

1. Barnes and Noble remains the exclusive provider for all faculty adopted instructional material as well as other items for Radford University.
2. The Bookstore continues to operate an online presence. Orders are being filled, thus the Radford Bookstore should be the first stop when searching for publications.
3. Employees should email the bookstore at SM8165@BNCollege.com to confirm availability of item.
4. Enter Ship To address in the comments section of the PR. Be sure to check the box “Visible to Supplier”

   Ship item(s) to:
   RU Station (Post Office)
   Department/Name of Employee
   PO Box ________
   Radford, Virginia  24142
   OR
   RUC Ship To Address (Front Door)
   101 Elm Avenue S.E.
   Department/Name of Employee
   Roanoke, VA  24013

5. Item(s) will be shipped to main campus post office or to front desk of RUC.
6. Employee will make arrangements to pick up item(s) from main campus post office or from RUC offices by contacting department supervisor.
7. All other Procurement processes apply to bookstore orders.
8. SHIPMENTS TO OFF CAMPUS ADDRESSES: Orders may be shipped to off-campus addresses only from the University Bookstore and upon approval of the Department. Please enter the ship to address in the Comments section of the PR. Email bookstore with Purchase Order number and ship to instructions. Shipping charges will be incurred. When obtaining a quote from the bookstore, indicate if this will be off-campus shipping so charges can be included in quote. Shipping charges will be identified as a separate line item when entering PR. (added 4/9/20)
9. Departments will still be accountable for keying the receiving detail in eVA. Ensure all orders are accounted for and documented to comply with prompt pay procedures. (added 4/9/20)

This process will be in place until further notice.

Kimberly Dulaney
Executive Director of Strategic Sourcing
Date: 4/3/20, rev. 1- 4/9/20, rev.2-4/15/20
Revision 1-added off-campus shipping option
Revision 2-corrected typo. Added “upon approval of department” to Shipments to Off-Campus Addresses.