

Mandatory Use Contract for Books and Reference Materials

Radford University Department of Procurement and Contracts, based on a strategic sourcing initiative, has awarded a cooperative contract to A Book Company, LLC dba eCampus.com (RU25011) for the purchase of books and other reference materials. This contract supports university-wide cost savings and generates revenue that directly benefits student scholarship programs. By centralizing purchases through eCampus, the University ensures responsible stewardship of institutional funds while receiving competitive pricing, revenue incentives, and operational efficiencies.

Mandatory Usage for Specific Account Codes

eCampus is the mandatory provider for all adopted faculty course materials. This includes books, course packs, custom publishing, computer software, textbook rentals, and materials published or distributed electronically, to include inclusive access materials. In addition to textbooks, we strongly encourage the campus community to support eCampus for other course materials and supplies. Their continued partnership provides direct financial support to the university, including the reduction of eVA fees and student scholarships. Mandatory use of eCampus is required for the following account codes:

- **722240-Reference Equipment**
Include reference equipment that cannot be reported in account #72224C.
Include expenses for books not used in libraries of institutions of higher education, card catalogs, carrels, library desks, microfilm readers and similar reference equipment (e.g. films and records).
- **72224C-Reference Equipment(Controllable)**
Use this account code for purchases of reference equipment if the equipment cost (per item) is \$5,000 or more or if the equipment item(s) are components of an assembled unit which the aggregate cost of all items totals \$5,000 or more. Include expenses for books not used in libraries of institutions of higher education, card catalogs, carrels, library desks, microfilm readers and similar reference equipment (e.g. films and records).

Effective Dates

Mandatory use of the contract was effective on July 1, 2025.

Process Guidance

Book and reference material orders through eCampus are placed electronically and offer one-day, drop-ship delivery for your convenience. Departmental requests should be sent by email to radford@ecampus.com. A member of the eCampus Textbook Team will follow

SPG-Books and Reference Materials

up on the request with a quote and delivery timeframe or a waiver. Quotes are entered into eVA using the standard, non-catalog purchasing procedures. eVA requisitions should be made out to “SUP105280-A Book Company LLC”. As a reminder, purchases on revenue-generating contracts should be coded with a Procurement Transaction Type of “X02” in eVA. Once a PO is fully approved, it will be sent directly to eCampus for fulfillment and be shipped directly to the campus store for pickup.

Frequently Asked Questions

1. Are books and reference materials stored on site?
 - a. No, these products are stored at the eCampus distribution center. Once ordered they are sent directly to the Highlander Bookstore under the one-day drop-ship delivery program.
2. Can departmental requests be routed through staff at the Highlander Bookstore?
 - a. No, staff are in place to support retail sales and to receive, document, and distribute shipments of materials. They are not trained in textbooks, course materials, or adoptions. Instead, eCampus has a dedicated textbooks team located at their home office. This team of experts manages course adoptions and fields questions from faculty.
3. Are there any exemptions to the mandatory use requirement?
 - a. Yes, certain types of reference materials are exempted. Materials purchased directly from professional or technical organizations are generally exempted. This includes but is not limited to organizational publications, regulatory guidance, accreditation materials, exam preparation/vouchers, play scripts/sheet music, professional development, etc. These should be coded as 712220-Subscriptions. Materials purchased for use in the university’s library are also exempted and should be coded as 722210-College Library Books.

Contacts

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