

Viking Union INFORMATION DESK

The Information Desk shall be maintained as a service to the Western Washington University community by providing current information on events, activities, meetings, services, etc., as well as the sale of various sundries.

A. GENERAL

1. All sales are final. No refunds or exchanges will be allowed.
2. All sales will be for cash or travelers checks.
3. Telephones may be used for business purposes only. An on-campus telephone is provided for customer use nearby.
4. Desk staff may not accept any items except for Lost and Found over the counter for transferal to another person or for storage.
5. Only Viking Union staff and authorized vendors may be behind the counter or in the storeroom.

B. PRICING

1. Prices will be determined by comparison with local market prices, including those in the off campus retail market.
2. Prices will be determined at budget preparation and will be set according to budgetary needs for the following fiscal year. Adjustments may be made if wholesale prices increase or for promotional events as approved by Viking Union Administration.

C. Laptop Computer Lending (to be added at a later date).

Interpretation and Enforcement: VU Administration

INFODESK.POL

Approved By: Viking Union Administration

Date Approved: 12/1/04, 5/05

Organization: Viking Union/Student Activities