

**BARNES & NOBLE GIFT CARD PURCHASING**  
**FOR PURPOSES OF BUYING NOOK E-BOOKS**

Purpose: The intent of the procedures below is to provide the ability to purchase e-books for the Nook devices that are part of the High School Library system. The Nooks were previously donated to the District from Questar III. E-books can only be purchased from Barnes&Noble by means of a credit card or gift cards. Policy 6750 prohibits the use of credit cards. However, Barnes&Noble allows for gift cards to be purchased by Purchase Order. The following procedures are intended to apply only to the purchasing of Barnes&Noble gift cards for Nook e-books, while adhering to internal controls as established by the District's purchasing policy.

1. Create Purchase Order for B&N Gift Card
2. Indicate on PO: Titles of E-Books to Purchase, Amounts of Each Book, and the Total Amount of the Gift Card (Please round to whole dollar amount)
3. Submit to Principal for Approval
4. Submit to Purchasing Agent
5. Pink Copy Returned for Signature
6. Return to Central Office for processing
7. A check will be cut to B&N
8. A gift card in that amount will be purchased
9. Once received, Gift Cards need to be stored in HS safe when not being used
10. Download the Gift Card to each Nook Device
11. Be sure to Password protect each Nook
12. Download the E-Books
13. Once the Gift Card is depleted, Submit Card and Account Summary to Business Office to attached to the PO.
14. A new PO for a Gift Card cannot be opened until prior Gift Card is depleted.

Local B&N Sales Contact: Josh Gaul, [crm2275@bn.com](mailto:crm2275@bn.com)  
Barnes & Noble Vendor# 256

Effective Date: March 5, 2013