

**EASTERN OKLAHOMA STATE COLLEGE  
CHARGE RATE  
POLICIES AND PROCEDURES**

All rates used by departments in the charge of goods and services shall be approved by the President and reported to the Board on an annual basis. This approval process will normally be a part of the budget approval process. However, there may be situations that call for mid-year adjustments in rates.

These rates will include, but not limited to, enrollment fees, room and board rates, and gross profit percentages used by auxiliary enterprise accounts.

Discounts and other markups and markdowns of goods and services will be approved each time placed into effect by the respective vice presidents and will be reported to the President. Approvals will be obtained prior to implementation of discounts and other markups and markdowns.