

Section: Business and Support Operations

Section Number: 3.20.2

Subject: Supplies and Purchases: Campus Shoppe Discount

Date of Present Issue: 11/22/99

Date of Previous Issues:
03/79, 06/87, 12/95

POLICY:

Effective September 1, 1980, regular full- and part-time University staff members shall be given a fifteen percent (15%) discount on items purchased at the University's Campus Shoppe for personal use.

PROCEDURE:

The Human Resources Office will issue an authorization for an I.D. card to new employees, and will indicate on the card whether the employee qualifies for a discount.

To obtain a discount at the Campus Shoppe, employees must show their University-issued identification card to the cashier and must request the discount before the items are rung up on the cash register.

For purchases of textbooks a class schedule must be shown for the employee or members of the immediate household. There will be no discount on sale merchandise, food items, and special educational priced computer software and accessories.