



Policies and Procedures Manual

Title: Bookstore - Employee Discounts Policy
Policy Administrator: Director of Bookstore
Effective Date: Jan-04-2013
Approved by: Director of Auxiliary Services

Purpose:

This document is intended to inform the College Community of the policies and procedures regarding employee/faculty discounts given at the College bookstore.

Policy:

1.0 Employee Discounts

A discount of 10% is given to any part time or full time employee or faculty member of the College on any regular priced, in stock merchandise. The discount does not apply to any special orders, textbooks or computers.

1.1 Seasonal Sales

As designated by the Bookstore, for special, advertised, seasonal sales, a discount of 20% is given to any part time or full time employee of the College. The regular 10% discount is not given on top of the seasonal discount.

Procedures:

1.0 Present Holy Cross ID

At the time of purchase, an employee of the College must present a current Holy Cross ID to the Bookstore cashier to receive their employee discount. The 10% is then taken off the gross sale, prior to sales tax being added.

Forms:

Title
Title

Related Information:

Title
Title

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