I. Policy

This policy outlines the guidelines for departmental and faculty/staff charging and the application of discounts.

II. Scope

This policy applies to all departments and faculty/staff of Luther College.

III. Terms and Definitions

- Regular employees are those who work on an ongoing basis and are eligible for benefits.
- Faculty and staff (regular employees) who are .50 FTE or more have charging privileges. Faculty and staff less than .50 FTE do not have charging privileges.
- Part-time faculty and staff (.50 to .74 FTE) have charging privileges, but are limited to $200 per month. This includes spouses and dependents. Part-time employees are those who are scheduled to work anything less than 40 hours per week.
- Temporary employees do not have charging privileges. A temporary employee is one who is employed for a short term to complete a special project or to be on call during a department’s peak load period, etc.

IV. Procedures and Guidelines

A. Department charges

- Departments may charge to their general ledger accounts for merchandise purchased in the store.
- Departments must have their CBORD number to make the purchase. At the time of purchase, the buyer will receive an itemized receipt.
- Departments will receive a monthly online CBORD report from Dining Services. Keep all itemized receipts to reconcile the monthly CBORD report.
- Department charges are posted in summary on the monthly budget report received from the Office of Financial Services.

B. Department discounts

- Most departmental purchases are eligible for a 25% discount. Exceptions are:
  - New or used textbooks and tradebooks – 10% discount
  - Sale items, class rings, gift cards, consignment artwork, recordings, pop/candy, health/beauty items, and promotional items – no discount
- Individuals may not make personal purchases through departments.
C. Faculty and staff personal charges
   o Faculty and staff (regular employees), including their spouse and dependents, may charge their purchases at the Luther Book Shop.
   o Faculty and staff less than .50 FTE do not have charging privileges.
   o To have charging privileges an employee must sign a payroll deduction authorization form. Signing the form allows the College to deduct the employee’s charges from their next paycheck. The form is available at the Dining Services’ Office.
   o Faculty and staff must have their Luther ID to make their purchase. At the time of purchase, the buyer will receive an itemized receipt. Keep all itemized receipts to reconcile to the monthly CBORD report.

D. Faculty and staff discounts
   o Most faculty and staff purchases are eligible for a 10% discount. Exceptions include sale items, consignment artwork, gift cards, recordings, candy/pop, health/beauty items, promotional items and class rings (which are not eligible for any discount).
   o Dependent children receive a discount, but after graduation, no discount unless Luther employee is making the purchase.

V. Confidentiality and Record

Department, faculty and staff charge information is kept confidential.