

# LUTHER COLLEGE

## POLICIES AND PROCEDURES

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Department:	Book Shop
Subject:	Book Shop Charges and Discounting Benefits
Date Issued:	November 30, 2005
Updated and Reviewed By:	Finance & Administration Team – July 21, 2021
Approved By:	VP for Finance & Administration – September 30, 2021

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### I. Policy/Procedure

This policy contains the guidelines for departmental and faculty/staff charging purchases and the application of discounts in the Luther College Book Shop.

### II. Scope

This policy applies to all departments, faculty/staff of Luther College, retired staff, emeriti faculty, and contracted services.

### III. Terms and Definitions

- A regular staff or faculty employee is one who works on an ongoing basis and is eligible for benefits.
- A part-time staff or faculty employee is less than or equal to .50 full-time-equivalent status (FTE).
- A retired staff member is defined in the Staff Handbook as someone who worked a minimum of 15 years at Luther, was at least 62 years old at time of retirement, and did not work somewhere else directly after Luther.
- An emeriti faculty member as defined in the Faculty Handbook
- 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.
- Charging a purchase in the Book Shop involves using a departmental CBORD number for business purchases or scanning an employee's ID card for personal purchases. The transaction total is then recorded to the general ledger.

### IV. Procedures and Guidelines

1. Department charge
  - a. Departments may charge to their general ledger accounts for merchandise purchased in the store for a business purpose.
  - b. Departments must have their CBORD number to make the purchase. At the time of the purchase, the buyer will receive an itemized receipt.
  - c. Itemized receipts can be reconciled against the general ledger charge which can be found at [norsecard.luther.edu](http://norsecard.luther.edu)
  - d. Individuals may not make personal purchases to a department's CBORD number.

2. Department discounts
  - a. Most departmental purchases are eligible for a 25% discount. Exceptions include, but are not limited to, the following:
    - New or used textbooks and trade books – 10% discount
    - Sale items, class rings, gift cards, consignment artwork, recordings, pop/candy, health/beauty items, stamps, textbook rentals and promotional items – no discount
3. Employee charge
  - a. Luther employees, and their spouses and dependents, may charge their personal Book Shop purchases. Part-time employees and Contracted Services employees are not eligible.
  - b. To have charging privileges, an eligible employee must sign a payroll deduction authorization form. Signing the form allows the College to deduct the employee's charges from their next paycheck.
  - c. Faculty and staff must have their Luther ID to charge their purchase. At the time of purchase, the buyer will receive an itemized receipt.
  - d. The charge amount maximum is \$200 per week. A week is considered Monday-Sunday.
  - e. Charging activity can be reviewed at [norsecard.luther.edu](http://norsecard.luther.edu).
4. Employee discounts
  - a. The following are eligible for a Book Shop discount
    - i. Temporary, part-time, and regular staff and faculty, as well as their spouses and dependents
    - ii. Contracted Services employees and their spouses and dependents
    - iii. Retired staff members including their spouses
    - iv. Faculty members with emeriti status and their spouses
    - v. Current members of the Board of Regents and their spouses and dependents
  - b. Most purchases are eligible for a 20% discount. Exceptions include, but are not limited to, the following:
    - New or used textbooks and trade books – 10% discount
    - Sale items, class rings, gift cards, consignment artwork, recordings, pop/candy, health/beauty items, stamps, textbook rentals and promotional items – no discount
    - Any form of payment will have the discount applied.
    - Dependent children receive a discount but after graduation no discount is given unless the Luther employee is making the purchase.

## **V. Confidentiality and Record**

Department, faculty and staff charge information is kept confidential.