



“Creating an excellent college experience”

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<b>Section:</b> Operations	
<b>Subject:</b> External Discount Policy	

## External Discount Policy:

It is imperative that all operations are consistent in applying discounts to external Customers. This policy sets standard for these discounts. Exceptions will be approved by the Executive Director.

### Catering

Discounts DO NOT apply to any conference groups that Conference Services is hosting and the invoice must be paid for with an OCC or an Index number. These are all departmental discounts NOT personal discounts.

Housing and Resident Life	15%
Parking and Transportation	50%
FSA Pays 50% per Memorandum of Agreement with Parking	
ASUSU	15%
Must be paid for by an OCC belonging to an ASUSU Officer	
All other USE Departments	10%
Campus Store	
Publication, Design, and Production	
USU Card Office	
University Inn and Conference Center	
Utah Public Radio	100%
Per trade agreement for Advertising	
These are to be tracked and monitored by FSA Management	
These are billed to the FSA OCC	

### Retail Operations

All discounts for Retail Operations apply to campus groups where no other special pricing has been arranged and off campus groups doing business with other campus departments. This does not include summer conference groups.

These discounts apply per meal

- Under \$250.00- No discount applies
- Between \$250.00 and \$500.00- 10% discount
- Over \$500.00- 15% discount

### Residential Dining Facilities (Marketplace and Junction)

Groups that are visiting campus for a recruiting event. Dining Services has the final say on what is or isn't a recruiting event.

Price: \$7.00

Other groups must buy block meal plan to receive discounts.

These discounts do NOT include summer conference groups

ONLY ONE DISCOUNT MAY BE APPLIED PER GROUP OR EVENT

**All discounts must be pre approved by designated member of management**