



"Creating an excellent college experience"

Date: February 2015	Policy Number: 200
Date Revised/Reviewed: December 2016	
Section: Human Resources	
Subject: Employee Discounts on Purchases	

Employee Purchases Discounts:

Employees of Dining Services are eligible to receive a discount on purchases made thru Dining Services. Such purchases must be paid for by the employee and cannot be paid for by other persons in order to get the discount. Purchases should be for personal events within reason. All purchases must be approved by the Operations Manager or if the Operations Manager is purchasing, by his/her supervisor. No one may approve their own purchase. Any questions with regards to the validity of the purchase and whether the individual can use their discount will be reviewed with the Executive Director of Dining Services.

Discount is as follows:

Description:

Items resold without further processing
Items resold with further processing
- made by Chefs, including Bakery, and/or Commissary Items

Discount:

Cost plus 20% (plus tax)
70% of Retail Price (plus tax)

Note: The Quickstop, because of the type of inventory they carry only provides discounts to employees of that operation.

Procedure

1. All employee purchases must be made thru the Operations Manager over that area. Operations Managers may NOT make their own purchases. This includes running the item thru the register. Employee will purchase the items through the operation for which he/she works unless it is a product specific to a particular operation (Catering). All Bakery items will be ordered through the bakery system, brought into the operation and sold there.
2. Specialty items ordered thru the bakery or otherwise should be priced accordingly. Bakery Manager has absolute authority to decline employee specialty requests.
3. All items are to be paid for at the time they are picked up.
4. The sale should be documented by running the item through a cash register where appropriate on an open key and the money is to be deposited through the regular daily deposit process. Hourly employees are NOT allowed to run an employee purchase thru the register. It must be done by the Operations Manager over the area or if the Operations Manager is purchasing, it must be done by another full-time employee with the permission of the Supervisor over the Operations Manager. The person MUST be given a receipt for their purchase.
5. If the item is rung up as an Open Key, use the transaction comment to add a description of what was purchased.