

LUTHER COLLEGE

POLICIES AND PROCEDURES

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

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
 - 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.
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.