



POLICY

Policy No.	B.3.10
Title	Establishing Discount Rates for VCC Employees and/or Students
Approving Jurisdiction	President
Policy Sponsor	Vice President Administration & Chief Financial Officer
Last Revised/Replaces	
Effective Date	September 26, 2015

CONTEXT AND PURPOSE

To outline the process through which Vancouver Community College (VCC; the College) departments can establish discount rates for VCC products and services sold to VCC employees and/or students.

SCOPE AND LIMITS

This procedure applies to all VCC Departments and in particular to:

- Hair Salon & Spa
- Transportation Trades
- Health Sciences
- Culinary Arts
- Baking & Pastry Arts
- Asian Culinary

STATEMENT OF POLICY PRINCIPLES

1. VCC must ensure that College supplies, products, services, and facilities are administered in a fair and consistent manner across all VCC departments.
2. Discount rates applied on VCC products/services will require approval by the Director of Finance.
3. The discount rate must not result in a financial loss for VCC. Any discounted price must be greater than cost.
4. VCC employees cannot access for personal purposes discounts or other purchasing arrangements established through any VCC procurement agreements for supplies, products, services or facilities.

DEFINITIONS

Business Case: refers to a written report that addresses the financial implications of the proposed discount rate.

Discount rate: refers to the percentage discounted from the regular retail price.

Facilities: refers to any physical facilities or space owned by VCC.

Products: refers to finished VCC products intended for public purchase or consumption (examples include, but are not limited to, food and baked goods).

Services: refers to VCC services intended for public consumption (examples include, but are not limited to, massages, manicures, pedicures, vehicle servicing, blood pressure monitoring, and dental care).

Supplies: refers to stocks of material, resources or tools (generally, though not always, purchased wholesale) that are used to generate services or finished products (examples include, but are not limited to, food supplies, hair supplies, spa supplies, dental supplies, and automotive tools).

RELATED LEGISLATION & POLICIES

Policies

- A.3.6 Standards of Employee Conduct and Conflict of Interest
- B.3.3 Rental of College Facilities
- B.3.4 Use of College Facilities
- B.3.9 Use of College Supplies, Products, Services and Facilities

RELATED PROCEDURES

Refer to B.3.10 Establishing Discount Rates for VCC Employees and/or Students Procedures.