
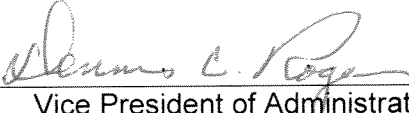


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title: DISCOUNT TO EMPLOYEES	Procedure Number: 6-3-104.1
Institutional Authority: Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:	
Governing ATC Policy: 6-3-104	

Approved:  President  Vice President of Administrative Services

Date Adopted: 03/10/2008
Date Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

The discount percentage will be recommended to the Vice President of Administrative Services by the bookstore management for approval. Items ineligible for the discount includes, but is not limited to, food, medicine, software, and pre-recorded CDs and DVDs. Employees must present valid identification.

Procedure Review		
Review Date	Reviewed By	Date Completed
03/10/2013		