Improvement Number:  41

Original Improvement:  Eliminate Employee Discount Form for purchases at the Bookstore (maybe account for them by code in the register).

Research:  The process to provide discounts to employees making purchases at the USA Bookstore was researched.  The Director, USA Bookstore, explained that employees were required to provide their University Employee ID Badge, and to sign an Employee Discount Form, to be eligible for an employee discount of 10% at the time of purchase.  The Employee Discount Form then became part of the register’s activities, with the purpose being to deter unauthorized discounts.

Internal Audit verified that that the Employee Discount Form was required for audit trail purposes until a better, more efficient process could be implemented.

Other possible solutions discussed with the Director, USA Bookstore, were:
- Scanning the employee ID badge to identify employee status
- Utilizing an electronic signature capture system

Further research revealed that there was an existing interface with the Banner Student system used to verify student status.  In working with the Computer Services Center, it was determined that Sequoia, the POS system, already had the ability to input an existing file from Banner Student to verify student status, so they did the same with employees.

Final Outcome:  Employees making a purchase at the USA Bookstore are verified at the register.  The Bookstore staff enters the employee’s J number from the employee’s ID badge, and then issues the 10% employee discount.  The process is more efficient and cost effective by saving time and eliminating the need for paper.