



## POLICY STATEMENT

### *Memorial University Degree Frames – Employee Pricing*

**Effective Date:** September 1, 2009

**Purpose:** This policy will ensure consistency in discount rates for degree frames sold by Memorial University of Newfoundland to its employees, regardless of point of sale. The policy also serves to clarify the circumstances under which a degree frame may be purchased at the discounted rate.

**Scope:** This policy applies to all academic and administrative units and employees of Memorial University, including Sir Wilfred Grenfell College and the Marine Institute. Although not employees of Memorial University, discounted pricing is also available to Separately Incorporated Entities (SIEs).

**Policy:**

Employees are eligible to receive a discount on degree frames offered by Memorial University.

These frames may be purchased at the specified reduced price only for the staff member or for a member of their immediate family and with the intent to frame a degree from Memorial University.

Academic and administrative units may also purchase frames for their related use at the employee discount rate.

At the time of purchase, employees must show an employee card and must have with them the degree to be framed. A copy of a degree may be accepted under certain circumstances.

A list of discounted prices can be obtained by calling 709-737-2313 or by calling the Marine Institute Bookstore, or the Sir Wilfred Grenfell Bookstore, and will be reviewed annually.

**Authority:** Assistant Director, Alumni Affairs

**Sponsor:** Director, Alumni Affairs and Development

**Contact:** Alumni Affairs and Development, 737-2313 or [munalum@mun.ca](mailto:munalum@mun.ca).



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### **Procedures:**

#### FOR STAFF PURCHASES

Step 1: To receive a discounted frame, the employee must bring the degree to be framed (a copy may be accepted under certain circumstances) and their employee card to one of the following framing locations:

- 1) St. John's Campus: Office of Alumni Affairs and Development, 20 Lambe's Lane
- 2) Sir Wilfred Grenfell Campus: Bookstore
- 3) Marine Institute Campus: Bookstore
- 4) Convocation framing locations (available during convocation only)

Step 2: Present your employee card and your degree (or degree of your immediate relative)

Step 3: Present payment for your frame

#### FOR ACADEMIC AND ADMINISTRATIVE PURCHASES

Step 1: Send your request for the desired type of frame to the Office of Alumni Affairs and Development (737-2313 or 737-4353).

Step 2: Once the request has been processed, the administrative representative of the department must send a journal entry for payment of the frames. No other form of payment will be accepted.

Step 3: An arrangement for pick up or delivery will be made between the purchasing department and the Office of Alumni Affairs and Development (please note: delivery charges will be the responsibility of the purchasing unit).