

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: DISCOUNTS**

**Applies to:** All Personnel, Persons Served and the Board of Directors

**Effective/Revision Date:**

April 26, 2021

1. Employees, individual receiving services, volunteers and immediate family choose a bike to purchase.
2. The staff and the person purchasing the item complete the Discount form.
3. The completed Discount form is submitted to the Employment Manager.
4. The Employment Manager gives the completed form to the Executive Director who either gives it to the gives it to the Finance Manager for filing or a Board Officer for signing first.
5. The Employment Manager monitors discount usage.