Bookstore charge accounts are available to full-time employees. Employees can charge up to $200.00 unless there is a signed agreement to deduct a monthly payment from payroll. If there is a signed payroll deduction agreement, the account limit is $400.00. Once the limit is reached, no further charges can be made until the balance is reduced. The college also recognizes that there are certain items in the bookstore that by themselves exceed the $400.00 limit. For an employee to charge items costing more than $400.00 they must have written permission from the Vice President of Finance before these purchases can be added to their account.

Monthly payments must be made either by payroll deduction or in person. The minimum monthly payment is $20.00 for either the payroll deduction account ($10.00 twice monthly) on the in-person account. If a payment is missed on an in-person account, the account will be frozen until a payment is made. If two monthly payments are missed, the account holder will be required to sign up for payroll deduction before the account is reactivated. While the minimum monthly payment is $20.00, employees can elect to have a larger amount deducted from payroll each month.

Upon termination of employment with the college, the entire balance of the Bookstore charge account will be deducted from the final paycheck of the employee.