

MSAD #49 EMPLOYEE COMPUTER PURCHASE PROGRAM

We are pleased to announce the employee computer purchase program will be available again this year. This program is presented to you by the school district and is intended for use by all full-time employees of MSAD #49.

Please read the conditions of program very carefully. This information outlines all requirements of this program. If you have any questions contact me, Yvonne Gordon at 453-4200 ext. 113. Always ask the vendor for a quote, of the current prices, that they will hold until a check can be issued (up to 2 weeks) as the computer market is rapidly changing with a lot of price fluctuations. No purchases will be authorized until a purchase order is signed by you the employee.

Objective: To provide a process for employees of MSAD #49 to purchase computing equipment with the support of the school district. Our intent is to help employees become part of advancing technology.

CONDITIONS OF PROGRAM

A. *Who and what are eligible for this program?*

- All regular full-time employees of MSAD #49 that are entitled to benefits
- Non employees are not eligible
- No used equipment is eligible
- No individual to individual equipment purchases
- Only digital cameras, computers & computer peripherals will be eligible (CPU, monitor, printer)
- MP3 Players, Desks & Electronic Games are not eligible for this program

B. *How do I obtain this computer equipment?*

- Employee will decide the type of equipment
- The limit is \$3000.00 per employee
- The minimum amount is \$300.00
- Employee will select the type of computer equipment and the business from which he/she wishes to purchase the equipment
- Employee will request an invoice/quote from the vendor and will bring it to the business office

C. *How do I reimburse MSAD #49 for my computer purchase?*

- MSAD #49 will deduct the cost of the purchase equally over the remainder of the school year (through 2nd pay in June).
- For example: Estimation of payroll deductions for 20 pay periods starting in September:

Purchase Price	Deduction per
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	<i>pay period</i>
\$1000.00	\$ 50.00
\$1500.00	\$ 75.00
\$2000.00	\$ 100.00
\$2500.00	\$ 125.00
\$3000.00	\$ 150.00

Payroll deductions can begin as early as July depending on how soon you submit your computer purchase paperwork. The earlier you begin the more pay periods it can be divided over. Please note that the purchase must be paid for by June 30th, which is the end of the district's fiscal year.

D. *What happens if I change my mind?*

- Once the payment for the computer has been issued by MSAD #49, the transaction is final. The employee is legally obligated to repay MSAD #49.

E. *What if my computer does not work?*

- Defective equipment is covered under warranty by the vendor from whom you purchase the equipment.
- MSAD #49 is not responsible for equipment or software maintenance and/or repair.
- MSAD #49 offers no express or implied warranty or any responsibility for any purchase.

F. *What is the first step I need to take?*

- Get an invoice or quote from the vendor you wish to use. The invoice or quote must break out sales tax. Even though the district is issuing the check for this purchase it is, in fact, a private purchase and subject to sales tax.
- Bring the invoice/quote to the business office and we will issue a purchase order/payment agreement for you to sign. We will let you know what date the check will be available for you to pick up.
- Take the check to pick up your computer or mail the check to the vendor. Make sure to bring a copy of the receipt to the business office.
- Call the business office to see when the next checks will be issued and what the deadline would be for bringing in your invoice/quote to get a check on that date. Your quote will need to be valid through that next check date.
- If a vendor will not hold a quote or sale price you may, upon prior approval at the Business Office, be able to purchase the computer on your own credit card and then be reimbursed when the next checks are cut. Please call Yvonne at the Business Office first as you will need to contact her prior to making the purchase. You will need to submit a receipt for the purchase within 30 days of purchase. You will be reimbursed on the next scheduled warrant. [Click here](#) for schedule and deadlines.

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