

EMPLOYEE COMPUTER PURCHASE PROGRAM

If a full time employee purchases a computer for personal use, he or she may elect to participate in the Employee Computer Purchase Program. The maximum amount for the plan is \$2,500.00, though the employee may spend more or less.

The procedure that should be followed:

- A **Payment Request*** form must be furnished along with a copy of the sales receipt. This will allow the employee to be reimbursed for the amount paid.
- A **Payroll Deduction Authorization for Computer Purchase*** form must be completed. This will authorize payroll to deduct an amount equal to the reimbursement. Payable over one year, generally 26 pay periods. (Can be less, but not more).

SEND ALL APPROPRIATE PAPERWORK TO THE ACCOUNTING DEPARTMENT

**forms can be acquired from the Accounting Department*