



COMPUTER PURCHASE PLAN FOR EMPLOYEES OF THE COLLEGES Program Guidelines

PURPOSE: The purpose of this program is to provide a mechanism for eligible faculty and staff members of Hobart and William Smith Colleges to purchase a computer system for use in support of the Colleges' mission. This agreement is effective October 1, 1996.

ELIGIBILITY: Must be a benefits-eligible faculty member and staff (hourly employees must complete probationary period).

LOAN:

Terms and Conditions:

- Interest free loan.
- Term of the loan not to exceed 24 months or duration of the faculty or staff member's appointment.
- \$3,500 maximum loan amount (including sales tax) per computer purchase request.
- Upon repayment of loan, the faculty or staff member may reapply.
- The Colleges will establish and maintain minimum specifications for equipment purchased under this program. To obtain specifications, quotes or to place an order for your equipment please contact the IT's PMO office at x3066 or HWS-PMO@hws.edu

Repayment of Loan:

- **ONLY** through payroll deduction. Note: deductions are taken over 26 pay periods per year with a maximum repayment schedule of two years or over the duration of appointment if less than two years.
- If a faculty or staff member leaves his or her employ of the Colleges within the loan period, full payment of the remaining balance is due prior to his/her resignation/termination. Arrangements for repayment may be arranged with the Business Office.

PURCHASE OPTIONS:

Option A: Personal Credit Card/Check/Cash – Employee may pay for purchases on their personal credit card, personal check or with cash and must obtain a receipt for those purchases.

- Contact the Human Resources Office for required **Computer Eligibility Form** and to receive the **Computer Loan Agreement** and procedural guidelines.
- Contact IT's PMO office at ext. 3066 or HWS-PMO@hws.edu for purchasing assistance (optional).
- Purchase the computer.
- Employee brings (1) the paid invoice, (2) the **Computer Loan Agreement** and (3) the **Computer Eligibility Form** to the Business Office to request reimbursement and initiate loan repayment.

Option B: College Purchase Order – Employee brings the **Computer Eligibility Form** to IT's PMO office (Williams Hall) for purchasing assistance and to complete the purchase order. All equipment must be delivered to the IT Services office and will be held until the Loan Agreement for payroll deduction has been completed.

- Contact the Human Resources Office for required **Computer Eligibility Form** and to receive the **Computer Loan Agreement** and procedural guidelines.
- Bring the **Computer Eligibility Form** to IT's PMO office for purchasing assistance and to complete the purchase order.
- Upon receipt of the invoice, IT Services will contact the employee. Since the purchase is considered an item for resale, sales tax will be applied to all purchases through the Colleges.

NOTE: The Colleges are not responsible for computer maintenance, supplies, or insurance.



HOBART AND WILLIAM SMITH COLLEGES



COMPUTER ELIGIBILITY FORM

Human Resources:

I hereby authorize that _____ is a benefits-eligible employee. The employee is eligible for a _____ month _____ bi-weekly payment schedule.

Date: _____

Signature: _____
Human Resources Representative

BUSINESS OFFICE:

The term of the loan is as follows:

Biweekly Payment Amount: \$ _____

Begin date: _____ End date: _____

Signature: _____
Business Office Representative



HOBART AND WILLIAM SMITH COLLEGES



COMPUTER LOAN AGREEMENT FOR THE COLLEGES OF THE SENECA (THE "COLLEGES")

_____ (the "Employee") has purchased, or will purchase, a computer and certain accessories as described in the attached invoice (the "Computer"). Employee has borrowed from the Colleges on an interest-free basis the amount of \$_____ (not to exceed \$3,500.00) (the "Debt") to apply toward the purchase price of the Computer.

Employee agrees to repay the full amount of \$ _____ upon the following terms and conditions:

1. Payroll deduction: The Colleges is authorized to deduct equal installments of \$ _____ from each paycheck for the next _____ pay periods not to exceed 52 pay periods until the loan is repaid in full.
2. The written authorization to make payroll deductions in paragraph one is revocable at will by the Employee; provided however, upon such revocation the full amount of the outstanding Debt will be immediately due and payable.
3. Employee represents that the expenses covered were solely for the use of the Employee and/or immediate family members.
4. Employee agrees to maintain ownership of the computer and to be responsible for maintenance, repairs and insurance.
5. In the event that (i) the Employee leaves the employ of the Colleges or (ii) breaches any provision of this Agreement, the remaining unpaid balance of the loan will be immediately due and payable. Arrangements are to be made with the Business Office on final payment.
6. The Employee understands that in the event that full restitution is not paid to the Colleges, the outstanding loan balance and applicable interest will be referred to the Colleges' contracted collection agency.

Dated: _____

Employee Signature

Employee's Social Security Number

Dated: _____

Business Office Authorization