

Computer Purchase Program

The College recognizes the need for employees to maintain current technological standards in their day-to-day activities. The Computer Purchase Agreement gives employees the opportunity to purchase a new computer for their personal use every three years.

Employees may purchase a computer from the College or any other source for reimbursement. This reimbursement program is an interest free "loan" payable back to the College over a 36-month period.

Upon reimbursement to the employee for the original purchase amount, the College will begin withholding the agreed amount each payroll for the next 36 months. If the employee wishes to purchase an additional computer during this time, the first purchase must be paid in full.

Upon separation of employment, the College has the right to withhold from final payrolls any remaining balance. If an unpaid balance still remains, the College has the right to seek whatever means necessary to secure the remaining balance.

Additional details of the contract are available upon request. Contract information and computer purchase reimbursement requests should be forwarded to the Business Manager.