

## Policy 7110

### Financial Management

#### District Computer Buy Policy

- A. Purpose: The purpose of this program is to help make computers and other equipment available to employees of the District and encourage the use of technology.
- B. Qualifications: The purchaser must be an employee eligible for benefits.
- C. Purchases: An employee may purchase computers, tablets printers and other computer equipment through this program. The total price cannot exceed \$3,500.00. Purchasers may use more than one vendor, but the total (plus tax and any interest) must not exceed the \$3,500.00 limit. The total District expense of payroll deduction cannot exceed \$15,000.00 a school year.
- D. Buy Options:
  - a. The purchaser may pay the entire amount, plus sales tax, to the District and the District will place the order. A qualified purchaser may use this buy option anytime throughout the year and must include a purchase order with the request.
  - b. The purchaser may have the payment for the computer, sales tax deducted from his/her paycheck for the contract year.
    - 1. The payroll deduction will be the total amount to be withheld divided by the number of months remaining on the employee's scheduled work agreement or contract for that fiscal year.

#### Policy History:

Adopted:           October 2013