

## TECHNOLOGY FOR STAFF PROGRAM

The Epping School District offers staff the opportunity to purchase technology items for personal use through payroll deductions. The District is only responsible for advising the employee, if asked, and setting up the payroll deduction. All other responsibilities are between the employee and the vendor.

The employee must submit this request to the IT Director for approval, then send a detailed receipt to the Business Office. The District will reimburse the employee for the cost of the technology (if already paid for) or will pay the vendor (if unpaid). The employee will then reimburse the District through payroll deductions. The duration for repayment will be determined by the Business Administrator, usually within the current School Year.

Staff members in a probationary period are not eligible for this benefit.

***I have read and agree to the aforementioned terms regarding the Technology Purchase Program. I agree to pay for the technology item through payroll deductions through June 30<sup>th</sup> of the fiscal school year. If I leave the District or retire I understand that I am responsible for paying any balance due on the technology purchase prior to leaving the District.***

\_\_\_\_\_  
EmployeeName (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Building

\_\_\_\_\_  
IT Director Signature

\_\_\_\_\_  
Date

<b>FOR OFFICE USE ONLY</b>	
Total Cost: \$ _____	Item Purchased: _____
Paid over _____ pays from _____ to _____	
@ \$ _____ per pay	
PO# _____	Vendor: _____
Date Item Purchased: _____	