

Computer Purchasing Program Guidelines

Full-time employees with two years of service at Gettysburg College are eligible for a loan for the purchase of a standard general purpose computer, such as a laptop, desktop, or tablet, and for associated devices (monitors, keyboards, printers). For the purpose of this program, consumer electronics, such as smart phones, iPods, music players, gaming consoles and entertainment devices, are not eligible. The minimum loan amount is \$300 and the maximum loan amount is \$2,500.

Payments are made via payroll deduction at 0% interest over 24 months (52 pay periods). Employees with less than two years of service, who have successfully completed their three-month/six-month Orientation Period, are required to make a down payment of 1/3 of the purchase price, with the balance to be paid through payroll deduction over 24 months. The employee must be in good financial standing with the College, i.e. no outstanding payments owed for more than 30 days in the College Bookstore, no outstanding parking fines, library fines or travel advances. (Employees currently on probation will not be eligible for this benefit).

Employees may only take out one computer loan at a time, even if the maximum allowed has not been met. The maximum number of standard general purpose computers per loan is two.

To begin your computer loan request, provide your original paid receipt/invoice to the Human Resources Office. A "Note and Security Agreement" will be drawn up for your signature, along with a check request that will be forwarded to Accounts Payable. Accounts Payable has a 7 to 10 day window to process all check requests, so please plan accordingly.

Computer Purchase Benefit Guidelines

Eligibility: Full-time College Employees

Loan Value: Minimum \$300; Maximum \$2,500

Program Types:

1. Full-time employees with at least two years of service.

Such employees may borrow a minimum of \$300 and maximum of \$2,500, interest free, for up to two years. The borrowed money will be repaid to the College through payroll deduction over two years (52 pay periods) or sooner if requested.

2. Full-time employees with less than two years of service who have successfully completed three month Orientation Period.

Such employees may borrow up to 2/3 of the purchase price of the item(s), interest free, for up to two years. The borrowed money will be repaid to the College through payroll deduction over two years (52 pay periods) or sooner if requested.

Payment Method:

Provide an original receipt of the purchase, or paid invoice, to the Human Resources Office. Reimbursement will be made directly to the employee. Receipt/purchase should not be older than two months.

General information related to this benefit program may be obtained by calling the Human Resources Office at ext. 6202.

Copies of all invoices, sales receipts, etc. for equipment purchased through this benefit, and the original Notes and Security Agreements, will be maintained on file in the Human Resources Office in the borrower's personnel file.

Additional Information: Computers and associated devices may be purchased at retail, discount, computer, or office products stores. Information Technology may be contacted for recommendations on specific equipment that will meet your operational needs by calling ext. 7000 or 6601.