I. Policy

A. Monmouth University recognizes the value to each employee of obtaining a personal computer for home use and has established an Employee Computer Purchase Program as an Employee Benefit.

B. The University will purchase a computer system on behalf of the employee and allow the employee to repay the total cost, inclusive of all taxes, shipping, etc., via a payroll deduction within the same fiscal year as the purchase. All equipment ordered must be processed through the central receiving department before being released to the employee.

C. The employee must supply Information Systems with a valid quote from their approved vendor of choice\(^1\). The quote must contain a complete list of equipment including price and have a valid date.

D. Each employee is limited to one purchase from one vendor per fiscal year. The purchase must include at least one computer (CPU) and may include peripherals or software from the same vendor.

E. Only full-time employees are eligible to participate in this program.

F. **The Employee is totally and completely responsible for all hardware and software warranty and repair services.** Employees should seriously consider the purchase of a warranty, extended warranty or service plan to cover the equipment being ordered. Once the employee takes possession of the equipment any warranty or service claim is strictly between the employee and the vendor.

G. Full and complete payment must be made if employee terminates.

II. Procedure

A. The employee should complete the Employee Computer Equipment Purchase Plan Application Form\(^2\). The Application Form must be complete, signed and dated. The approvals section may be left blank at this time.

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\(^1\) The Approved Vendor List is maintained by Information Systems and is available upon request.

\(^2\) Application Form Attached
B. The Employee submits the application and a valid quote to Information Systems. Information systems will verify the information and return incomplete or inappropriate documents to the employee.

C. Information Systems will prepare a Purchase Requisition listing the complete computer system(s) and referencing the vendor’s quote.

D. The Employee will be contacted by Information Systems to arrange for a review of the order and to obtain the employee’s signature on the Purchase Requisition.

E. Information Systems will forward the completed Purchase Requisition and Application Form to Office of Human Resources for employee verification and approval.

F. Human Resources will verify the employee’s eligibility, sign the Application Form and forward the entire package to the Office of the Controller.

G. The Controller’s Office will verify and record the Application Form and Purchase Requisition. The Controller’s Office will forward the Purchase Requisition to the Purchasing Department and the Application Form to the Payroll Office.

H. The Purchasing Department will create a University Purchase Order. A copy of the Purchase Order will be forwarded to the employee. Once a Purchase Order has been issued to the vendor it may not be changed or modified.

I. The mailroom will notify the Purchasing Department of receipt of equipment.

J. The Controller’s Office will authorize the release of the equipment to the employee and approve the invoice for payment.

K. The employee must make all arrangements for the timely removal of the equipment.
APPLICATION FORM
EMPLOYEE EQUIPMENT PURCHASE PLAN

Employee: _______________________________ Department: _____________ Phone: _____________
Home Address: _______________________________ Employee ID Number: _____________

MEMORANDUM OF AGREEMENT

TO: Office of Human Resources

FROM: _______________________________ , Monmouth University Full-Time Employee

RE: Computer Equipment Purchase Via Payroll Deduction

I wish to purchase computer equipment at a cost of $ ___________, plus shipping and sales tax, through
Monmouth University. A copy of the Purchase Requisition is attached. I understand and agree to the
terms outlined below and have signed this agreement.

1. Method of Payment (Check One):
   □ Payroll deduction. Between now and the last pay period of this fiscal year (June), the Payroll
   Department will deduct equal payments from my paycheck, with the last and final payment on
   the last payday in June.
   □ Lump sum payment. I will make complete payment upon delivery of equipment to
   University.

2. This agreement must be satisfied in the full amount, or any outstanding balance thereof, in the event
   of the termination of my employment. My final paycheck may be reduced to satisfy such payment.

3. I am liable for any additional charges if levied. The University assumes no obligation for the
   performance or maintenance of the computer equipment purchased.

Employee Signature: _______________________________ Date: __________________
Print Name: _______________________________

APPROVALS:

Information Systems: _______________________________ Date: __________________
Human Resources: _______________________________ Date: __________________
Controller's Office: _______________________________ Date: __________________