

ROUND LAKE AREA SCHOOL DISTRICT 116

2009-2010 EMPLOYEE COMPUTER PURCHASE PROGRAM AGREEMENT

Name of Employee

Position/Building

Home Address (Street, City, Zip)

Equipment/Software Purchased:

Cost:

The receipts for the above costs must be attached or reimbursement will not be processed.

TERMS AND CONDITIONS

Certification

I, _____, agree to repay the Round Lake Area School District 116 (referred to in this agreement as District 116) for the purchase of hardware/software (referred to in this agreement as the Purchase) identified above. I further agree to all of the terms and conditions stated below. I understand that I must meet all requirements of the program in order to obtain an interest free loan from District 116.

Length of Agreement

District 116 is making a loan to me for the purpose of purchasing computer hardware/software as allowed under the guidelines of the Employee Purchase Program. I agree to repay District 116 for the loan on an interest free basis through payroll deduction. The first payment is to be deducted from the first full pay period following the issuance of a warrant to the vendor in the amount of the loan. The length of this agreement will not exceed 36 pay periods.

TERMS AND CONDITIONS (CONT.)

Payment and Payroll Deductions

I will repay District 116 the total loan amount of \$_____ (up to \$1,800, but not less than \$300). I agree to authorize District 116 to make a payroll deduction of the above sum in equal amounts during the next _____ (number of pay periods) pay periods not to exceed 36 pay periods, or 18 months. I understand that I may repay the loan in full at any time without penalty.

Separation from District 116 Employment

Upon ending my employment with District 116 for any reason, I authorize District 116 to take the following steps:

1. Deduct the entire balance owed from my final check including pay, vacation, personal leave and sick leave.
2. If there is not sufficient money in my final paycheck, I agree that I will repay the remaining balanced within 45 days if the outstanding amount is less than \$750; and within 90 days if the outstanding amount is greater than \$750.
3. If I fail to make repayment within the specified timeframe, I understand that District 116 will pursue collection through the Office of the Illinois Attorney General.
4. If I am rehired before the remaining loan balance is paid in full, this agreement is no longer valid and I will be required to sign a new agreement.
5. If District 116 must pursue collection through the Illinois Attorney General's Office, I may not be eligible for another computer loan in the future.

Eligible Purchases:

New computers, upgrades to existing computers, computer components and devices, complete computer system (CPU and monitor) or a notebook computer, digital camera; personal digital assistants; new business and educational software; shipping charges and extended warranty agreements offered at the time of the purchase.

Ineligible Purchases:

Digital gaming systems, digital games, game pads, joysticks, steering wheels and costs related to installation, training, repairs, telephone lines, furnishing or costs related to the leasing or rental of computer equipment or software.

Warranties

I understand that District 116 is neither the vendor nor a party to contract for the purchase of computer and/or software, and makes no warranties about the quality or performance of the Purchase. It is my responsibility to decide – *before* signing this Agreement - or my use of the Purchase.

Complete Agreement

I understand that this Agreement states the complete agreement between District 116 and I concerning the Purchase. Nothing I have said to District 116 staff or which the District 116 staff has said to me can change this Agreement. This agreement can only be changed in writing, and District 116 staff and I must sign the written change.

Employee's Signature

Date

Chief Financial Officer Signature

Date