

# COUNTY OF DEL NORTE

## Employee Computer Purchasing Assistance Program

### COMPUTER REQUISITION FORM

**IF YOU WOULD LIKE TO PURCHASE A COMPUTER THROUGH THE COUNTY'S PROGRAM AND MEET THE ELIGIBILITY REQUIREMENTS, FILL OUT AND RETURN THE ORIGINAL OF THIS FORM TO THE PERSONNEL DEPARTMENT. YOU WILL BE NOTIFIED WHEN YOU ARE APPROVED FOR THE PROGRAM**

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_ Work Phone: \_\_\_\_\_

- I want to purchase a computer from someone other than the County's pre-arranged vendor.
- I wish to use the County's pre-arranged vendor.
- I am undecided on where I want to purchase my computer.
  
- Check this box if you would like more assistance from Information Services.

I have completely read and understand the "Employee Computer Purchasing Assistance Program Policy" and to the best of my knowledge I meet the requirements to participate in the "Employee Computer Purchasing Assistance Program".

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

\_\_\_\_\_  
Date

If you have any questions or need any assistance, please contact the Information Services Department at 464-7207.

### *Official County Use Only*

The person listed above is a County employee and meets all of the eligibility requirements listed in the "Employee Computer Purchasing Assistance Program Policy".

#### **ELIGIBILITY**

\_\_\_\_\_ Full Time for 12  
Consecutive Months.  
\_\_\_\_\_ Probationary Period  
Completed.  
\_\_\_\_\_ No Corrective Action  
Plan

\_\_\_\_\_  
**Personnel Approval**

\_\_\_\_\_  
**Date**

- |                           |                               |                                |
|---------------------------|-------------------------------|--------------------------------|
| 1. _____ No Current Loans | 4. _____ Promissory Note      | 7. _____ Verified Equip. Recvd |
| 2. _____ Staff Assigned   | 4. _____ Excess Amt Collected | 6. _____ Claim Provided to Aud |
| 3. _____ Emailed to Staff | 6. _____ Order Placed         |                                |

*See Program Policy (on other side of this form)*

# COUNTY OF DEL NORTE

## *Employee Computer Purchasing Assistance Program Policy*

**PURPOSE:** In an attempt to assist its employees in purchasing new computer equipment, Del Norte County has established a policy that will provide for a low cost and easy acquisition program. It is Del Norte County's position that the availability of home computers for employees will enhance the lives of its employees, thus having a positive impact upon their productivity while at work.

**PROCEDURE:** Employee's who meet the eligibility requirements below must get prior approval before participating in the program. Employees will need to fill out a "Computer Requisition" form supplied by your department or the Information Services Department. Once the eligibility has been verified the employee will be notified and can participate in the program, following the guidelines listed below.

**ELIGIBILITY:** In order for an employee to be eligible for the "Computer Purchasing Program" they must meet the following criteria:

- A. Must have been a full-time County employee for twelve consecutive months.
- B. Must not be within their initial probationary period of work.
- C. Must not be on any type of corrective action plan.
- D. Must sign the approved "Personal Computer Promissory Note".
- E. Must be willing to utilize a payroll deduction program for loan repayment.

**PROGRAM GUIDELINES:** The following shall be the basic guidelines that govern the "Computer Purchasing Program" and are subject to change at the discretion of the Board of Supervisors:

- A. The maximum amount to be loaned to each individual employee is \$1,500.00 to purchase a computer or computer and printer
- B. There is a maximum payback time period of two years, which equates to fifty-two (52) pay periods.
- C. Payback to the County is available through payroll deduction only, but does not preclude a participant from repaying the loan early.
- D. A simple interest rate of five percent (5%) shall be charged on outstanding principles.
- E. If an employee's tenure with the County is ended, final payment for all unpaid principle shall come out of the employee's final paycheck. If this amount is insufficient to cover the principle, employee shall continue payments but at a ten percent (10%) simple interest rate.
- F. Software contained within systems purchased by employees must be compatible with that being utilized by Del Norte County. The Information Services Department prior to purchase approval will make such determination.
- G. Employees have the option of selecting their computers, but if they decide to purchase from outside the pre-arranged vendors, they will be required to front the initial purchase funds and be reimbursed with loan proceeds. Those utilizing the pre-arranged vendors will not be required to front the initial purchase funds. Employees must receive pre-approval from Information Services to purchase from outside the pre-arranged vendors.
- H. This policy is subject to change at the discretion of the Board of Supervisors.

*See Computer Requisition Form (on other side of this form)*