

# Wheaton College Library and Information Services (LIS)

*Technology Support Department*

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Subject: **Computer Sales Program**

Effective: 01.01.2009  
Last Revised: 12.09.08

## **Goal**

- The college offers benefit-eligible employees the opportunity to purchase a computer through payroll deductions.

## **Employee Eligibility**

- An employee who is benefit eligible and has successfully completed his/her 3 month employment period. (For more information regarding benefit eligibility please see: [www.wheatoncollege.edu/Admin/HumanResources/Handbook/handbook2008.pdf](http://www.wheatoncollege.edu/Admin/HumanResources/Handbook/handbook2008.pdf) )

## **Eligible Purchases**

- Purchases made through the loan program are for a desktop or laptop computer and warranty only. All equipment must be purchased through the LIS Technology Support Sales Department, and must be approved by the Human Resources Department prior to placing the order. Orders will not be placed until eligibility for the program has been approved by Human Resources.
- The minimum loan amount will be \$1000.00 up to a maximum of \$2500.00.
- The repayment period will be one to 24 months.

## **Eligible Vendors**

- Dell and Apple ONLY

## **Terms**

- There is an upfront administrative fee of \$75.00 that is not included in the loan. The maximum loan amount is \$2500.00. Any amount over the maximum allotted amount will be due prior to receiving the equipment purchased.
- You are only eligible to receive one loan at a time.

## **Payment**

- The amount financed will be deducted through payroll deductions in equal installments for a maximum repayment of 52 pay periods for bi-weekly employee's and 24 monthly payments for monthly employees or the employee's term of employment, whichever is less.
- Should you leave the College, the balance is due and payable upon separation.

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## Application Process

### Step 1

The employee must contact LIS Technology Support Sales (x5680) to begin the application process. Technology Support Sales will then get the approval needed from the Human Resources Department and contact the employee by email with approval status, a link to our computer vendors, and directions on how to proceed.

### Step 2

The employee will visit the vendor of their choice online and choose the computer that they want according to their specifications and print this information out. **DO NOT PLACE THIS ORDER AT THIS TIME!**

### Step 3

The employee will call LIS Technology Support Sales (x5680) to make an appointment to place the order.

### Step 4

At the time of this appointment, LIS Technology Support Sales will log into the vendor of your choice, configure the computer according to your specifications (using the print out that you've brought with you) and place the order.

### Step 5

At this time the loan paperwork will be started and a copy of this order and the loan paperwork will need to be signed and brought over to the Payroll Office, along with the \$75.00 administrative fee. The loan paperwork will reflect the total amount of the requested purchase, plus all applicable taxes and shipping associated with the purchase. The employee will be given an estimate of the bi-weekly or monthly payroll deduction amount depending on the pay cycle. Payments will begin on the loan as soon as the contract has been signed.

### Please note

- While this loan program is intended to be an ongoing College program, the College reserves the right to modify or terminate the program if it becomes necessary or advisable. Should this occur the College will attempt to provide as much advance notice as possible.

If you have any questions in regards to purchasing equipment through the loan program, please contact the LIS Director of Technology Support at x3754. If you have questions about your loan, please contact the Payroll Department at x3444.