



Cerritos College

EMPLOYEE COMPUTER LOAN PURCHASE PROGRAM

At the December 8, 1999, regular meeting, the Cerritos College Board of Trustees approved the establishment of a program to assist employees who want to purchase computers, software, and peripheral equipment. Authorized, purchases, (as detailed below) are intended to upgrade employee skills in current technology that can be used in the classroom or on the job.

Prior to participation in the Employee Computer Loan Purchase Program, employees must read the policy detailed below and agree and accept the terms and conditions of the Computer Loan Promissory Note.

The following are the requirements to participate in this program:

Eligible Employees: All full-time faculty, managers, and classified staff employed with Cerritos Community College for more than one year.

Maximum Loan: \$2,000.00

Employees who have previously used the program are eligible to apply for subsequent computer loans up to \$2,000.00, as long as the prior loan has been paid in full.

Repayment: Payment of the loan is conducted through Payroll Deduction.

Payments are spread equally over 20 payments over a two-year period. Payments will be automatically deducted beginning with the next pay date (10th of the month) following the loan date and will continue until the loan is paid in full; there is no payroll deduction during the two summer months.

Interest Rate: 0%

Promissory Note: Prior to funds being released, a written agreement between the District and participant are required. The promissory note details the responsibilities of the participant, terms of the agreement, payroll deduction arrangements, and other conditions of the program. At the time of termination of employment (voluntary or involuntary), any outstanding balance of the loan will be due immediately and payable to the District before your final pay is released.

Purchase Procedures: The employee may select the desired equipment, software, peripherals, and associated maintenance contract from any vendor of the employee's choosing. Employees must submit receipts for purchases no later than 90 days from the receipt date. Employees need to ensure that the purchase includes all of the qualified materials desired as once the loan paperwork is processed, additional items may not be added. Please note that furniture and supplies do not qualify

as expenses covered by this loan. The employee will purchase the computer equipment directly from the vendor and request reimbursement for up to a maximum amount of \$2,000.00. An itemized list (original receipt) showing the cost of equipment, materials, maintenance agreements, etc. including tax and payment of cash or credit/debit card charge will be required. This receipt, along with the promissory note, must be electronically submitted to Purchasing for review and approval prior to issuance of a check to the employee.

Permitted Items:

- One (1) desktop or one (1) notebook/laptop, and/or one (1) iPad or similar tablet device
- May include one printer and up to two monitors or other comparable equipment
- Oversized monitors require preapproval
- Drawing stylus/pad
- Shipping/handling, technical support, warranty, recycling feed
- Operating software such as Microsoft Office Suite, virus protection, etc.
- Headphones/headsets/earbuds
- Webcams

Items that are NOT PERMITTED include the following, but are not limited to:

- TVs/Smart TVs
- Requests for more than one central processing unit (CPU), such as one tower and one laptop or two laptops, etc.
- Cell phone, including smart phones
- Paper, toner cartridges, computer related supplies NOT part of the original purchase or supplied/package with NEW item being purchased
- Game or entertainment software and/or systems
- Cameras
- Security cameras and/or systems
- Smart watches
- Smart home systems
- Ethernet switches
- External storage drives

NOTE: The Purchasing Department and Business Services Office reserves the right to amend these lists as needed.

Application Procedure:

- Employee must access all Employee Computer Loan Program forms via the Purchasing Department website.
- Employee must read, approve, and electronically sign the promissory note and attach the original receipt(s) of purchase to the electronic document.
- Once signed, the document will be forwarded to the Purchasing Department for approval.
- Once all requirements are determined to be met, the application will be forwarded for manager approval.
- If the loan is approved, Accounting will issue a check in the name of the employee.