

## RPS Personal Computer Order Procedures

1. Rutland Public School employees may order personal computers through the Business Office and arrange for payment to be made through payroll deduction and/or by cash or check payable to Rutland Public Schools.
2. The purchase amount limit for payroll deduction is not to be greater than \$2,000 nor less than \$300 per school year. Deductions amounts are determined by dividing the cost of the computer by the number of paychecks left at the time of purchase. This amount must be paid in full by the end of the school year.
3. Payroll Deduction Forms may be signed at the Business Office when the computer is picked up.
4. **The individual is responsible for providing specific details concerning the computer they wish to purchase, i.e. model, size of memory, programs, speaker, printer and warranty. The written information\* you provide is attached to an RPS purchase order and faxed to your vendor of choice.**  
**\*PLEASE DO NOT WRITE ON THE FRONT OF your detailed INFORMATION. WRITE your name/location ON THE BACK ONLY.**
5. Rutland Public Schools does not endorse any particular brands. Purchases must be made through a vendor that accepts RPS purchase orders and terms. Delivery time varies by vendor.
6. Personal Computer **MUST BE DELIVERED DIRECTLY TO RPS, NOT TO individuals.** RPS pays the vendors therefore, all computer orders must be shipped to RPS at 6 Church Street for pickup by employee.  
(The only exception is purchasing through Staples where the employee may select and pick up their order at the local Staples store, using a pre-approved RPS purchase order form along with the RPS Staples credit and tax-exempt cards.)
7. This is a service we provide to all employees. We make every effort to process all orders in a timely fashion; however, **priority must be given to official school orders, payables and payroll before** personal orders may be processed.
8. Personal computer orders may be placed between AUGUST 1<sup>st</sup> and MARCH 31<sup>st</sup>. Contact: Janet Whitney @ 786-1951, [jwhitney@rutlandschools.org](mailto:jwhitney@rutlandschools.org) or Sherri Bersaw @ 786-1952, [sbersaw@rutlandschools.org](mailto:sbersaw@rutlandschools.org) at the RPS Business Office.