

Washington Central Unified Union School District
TECHNOLOGY PURCHASE FORM
With PAYROLL DEDUCTION AUTHORIZATION

Form # 15.1

Name: _____

1. Must obtain a signed and approved Purchase Order from your school authorizing this reimbursement. (Only one Purchase Order is necessary even if purchased from multiple vendors).
2. Attach the Original Invoice(s) showing proof of technology purchase(s) and payment with the above Purchase Order. WCUUSD will process the reimbursement to the employee at the next warrant date.
3. Technology Reimbursement amount \$ _____
Minimum reimbursement \$500; Maximum reimbursement \$1,500)
4. Number of Pay Periods for Repayment _____ (Maximum is 26 pay periods).
5. $\$ \frac{\text{Technology Purchase Amount}}{\# \text{ Pay Periods}} = \$ \text{Payroll Deduction Amount}$

This serves as authorization to deduct from my pay the amount above for repayment of my technology purchase. The appropriate documentation is attached to this form. By signing below, I also agree to pay any remaining balance through payroll deduction upon separation from employment.

Date Received

Processed Date

Payroll

Date Received

Processed Date

Accounts Payable

Original to: Payroll
Copy to: Accounts Payable

WCUUSD TECHNOLOGY PURCHASE PROGRAM

- WCUUSD offers a technology purchase program for permanent contractual employees. This program is to encourage the use of technology.
- The program provides an opportunity for the employees to purchase internet capable equipment and directly related accessories. Some examples are computers, ipads, and related equipment such as printers monitors.
- Specific rules for this program include:
 1. Employees are entitled to one technology purchase per twelve month period.
 2. Must be repaid within 26 pay period or upon termination, whichever occurs first. Repayment time can be less than 26 pay periods if the employee wishes.
 3. Employee must buy the equipment and pay for the purchase, including applicable sales tax. Employee may bundle purchase and accessories as long as the total cost is within the range allowed as noted below. WCUUSD does not order or pay direct to any vendor for this program.
 4. The minimum purchase amount to qualify for this program is \$500. The maximum reimbursement amount is \$1,500. Any amount above the maximum of \$1,500 is the responsibility of the employee.
 5. Employees can notify the selected vendor of their employment with the district as the vendor may offer an education discount to employees of the district.
 6. The procedure and payroll deduction form to utilize this benefit are on the reverse of this paper.