TAMALPAIS UNION HIGH
SCHOOL DISTRICT

EMPLOYEE COMPUTER PURCHASE AGREEMENT

Please find the computer purchase agreement enclosed.

1. Select a computer and have a quote emailed to me (minimum $1000/maximum $3000.) avazquez@tamdistrict.org. Please note: **Your quote must contain any warranty, taxes, recycling fees, peripherals, etc. as a purchase order will be generated for this exact amount.**

2. Please **ONLY FILL OUT THE YELLOW HIGHLIGHTED AREAS**: print your name, sign & date, provide your phone number and the duration of the repayment plan (minimum 12 months/maximum 24 months). Please return this agreement to me in the Business Office. I will fill out the rest of the form based on the invoice received and provide a set of copies to you.

Feel free to contact me with any questions: 415.945.1037

Thank you,

Alejandra Vazquez
Administrative Assistant
Finance and Facilities

TAMALPAIS UNION HIGH
SCHOOL DISTRICT

EMPLOYEE PURCHASE AGREEMENT / PROMISSORY OBLIGATION

It is agreed by the Tamalpais Union High School District, hereinafter referred to as "District", and _____, hereinafter referred to as "Employee", that Employee shall participate in the District's Computer Purchase Plan ("Plan"). Employee shall borrow from District the sum total of $_____ for ____ months to purchase computer hardware, educational software, or peripherals pursuant to the terms and conditions of the plan. Employee agrees to repay this amount in the following manner:

By signing this document, Employee directs the District to deduct from Employee's salary at the above amounts and acknowledges full responsibility for the repayment of the total amount loaned.

Employee agrees that if Employee's employment with the District is terminated, for any reason, Employee is liable for payment of the balance remaining at the date of termination. Upon Employee's termination, the total amount remaining unpaid shall be deducted from Employee's final paycheck. If Employee should owe a remaining amount greater than the amount of Employee's final paycheck, Employee shall be liable for payment of any balance remaining after deduction from his/her final paycheck, in one final lump sum payment.

Employee expressly agrees that his/her obligation to the District to repay the amount owed under this agreement is absolute and unconditional, without assertion of any right to set– off, defense, or counter-claim.

Employee acknowledges that the District has made no representation to the Employee regarding the advisability, appropriateness, or consequences of the purchase of the computer equipment pursuant to this agreement. Employee agrees the District has no liability whatsoever for any and all losses suffered by Employee with regard to his/her selection, purchase, and/or use of the Computer hardware, software, and/or peripherals.

Employee agrees to indemnify and hold harmless the District, its officers, employees, and agents, from any and all claims, liabilities, judgments, and/or damages, including costs and reasonable attorneys' fees, arising out of, or in any way connected to, Employee's purchase or use of the computer equipment, including, but not limited to, patent, copyright, and trade secret infringement.

_____ _____

Employee Signature **Date**

_____

Employee Phone Number

_____ _____

Authorized District Signature **Date**

TO BE FILLED OUT BY THE BUSINESS OFFICE

Employee agrees to pay $_____per month for _____ months in repayment of the above amount, to be deducted from the regular salary to be paid to the Employee by the District. Said deductions shall begin with the salary warrant payable on _____, and shall continue until the warrant payable on _____.