

**DJI**

**COMPUTER PURCHASE PROGRAM FOR EMPLOYEES**

Annually, the School District will make available to employees a program that will permit the purchase of computers through the district's purchasing department.

Adopted by the Conway School Board – April 20, 1995

Reviewed with no change – April 1999

Reviewed with no change – November 20, 2003

## Procedures

Any employee participating in this program may pay for the computer in one of two ways:

- By making payment to the district in full upon delivery of the computer; or
- By authorizing payroll deduction for the total amount of the purchase plus 1% for handling.

Any payroll deduction plan must include payment in full by the end of the current fiscal year.

Any employee who leaves the district prior to paying for the purchase in full must pay any outstanding balance or have it deducted from the final check prior to the last work day.

The purchasing department and superintendent will establish appropriate administrative procedures to implement this policy.