

FROM: Supt. Dr. Richard S. Decman
TO: ALL CONTRACTED EMPLOYEES OF HERSCHER C.U.S.D. #2
RE: Employee Computer Purchase Program

UPDATED WITH 2017-2018 Dates

The Board of Education of Herscher Community Unit School District # 2 will continue the employee computer-related hardware purchase program. This opportunity is being offered to encourage and/or help you, an employee of Unit #2, increase your knowledge of the technology available today!

The purchasing procedures are as follows:

1. First and foremost, please understand this is NOT a district purchase. It is your personal purchase. An agreement must be signed between you and the school district to receive your reimbursement dollars; therefore, this purchase does not obligate the school district for payment.
2. **ON or AFTER July 1st**, you may go to any retailer/supplier from which you wish to purchase the hardware.
3. After the purchase has been made, you will bring your receipt into the Unit Office for reimbursement.
4. Your total purchase of computer-related hardware must be at least \$500.00, but not more than \$4,000.00.
5. Because this is *not* a district purchase---you are responsible for paying sales tax.
6. Initial payment does not necessarily have to come out of your pocket. There are many retailers that can probably offer you a 60-day, 90-day, or 6 month payment plan. If you have a situation like this, a copy of the purchase agreement and receipt must be shown for reimbursement.

To receive reimbursement, you must adhere to the following procedures:

1. Reimbursements will be available only on (Mondays) July 10, 17, 24 and August 7 & 14. To receive reimbursement, receipts must be delivered in person (so Agreement can be signed) to the Unit Office **before 2:00 p.m.** on the Monday proceeding each of these dates.
2. Reimbursement checks will be made payable to the employee; not a retailer/supplier, (as this is not a school district purchase).
3. Since the 01-02 school year, employees are eligible for one reimbursement only within a 3-year period of time.

The following is a listing of how reimbursement is possible through a payroll deduction:

1. After you receive your reimbursement from the district, a dollar amount will be deducted from your paycheck starting in September 2017 and continue through the end of your contract year.
2. Payroll deductions will be taken out after taxes, etc.
3. If for any reason your employment with the district ends before the end of your 2017-2018 contract, the entire balance owed is due upon your last working date.

If you have any questions, please contact the Unit Office.

GOOD LUCK WITH YOUR COMPUTER PURCHASE!!