

REGIONAL SCHOOL UNIT NO. 18

41 Heath Street

Oakland, ME 04963

Employee Computer Purchase Plan

Purpose

RSU 18 Employees will be permitted to payroll deduct a computer purchase during the first three months of the fiscal year. (July, August, and September) The purchase must be paid in full within the fiscal year. (July-June) Payroll deduction limit: \$2500.

Guidelines

The employee will first fill out the authorization form for computer purchase. This form can be obtained from the central office. The top part must be complete and the form must have a stapled purchase quote for Business Manager Review. If the form is incomplete or there is not a stapled quote attached the Business Manager will automatically deny the request.

Once the Business Manager has approved/denied the request, the Business Office Specialist will notify the employee. If the request is approved the employee may then go to the retail shop of their choice and make their purchase, using their own funding source.

Once the purchase has been made, the employee may then turn the original paid receipt into the Business Office Specialist who will then complete the bottom half of the authorization form for the computer purchase. This entails the calculation of the district-handling fee and sales tax, totaling the entire purchase, calculating the amount per deduction based on the number of deductions remaining in the fiscal year and having the employee sign the form indicating that they authorize the payroll deduction. The Business Office Specialist will provide their signature attesting that they performed the calculation.

The original completed documents should be given to Payroll where the Payroll Administrator will set up the payroll deduction for the employee and will file all completed authorization forms in the payroll files.

Payroll will provide a photocopy of the completed documents to the Accounts Payable Administrator so that they may reimburse the employee for the total amount of the purchase.