

# 2012-13 Employee Purchase Plan

The Manteno School District is pleased to offer the following items for purchase to staff members through the Employee Purchase Plan with the option for payroll deduction.

- 1) Mid-range Laptop (Lenovo ThinkPad Edge 15" 0319) - \$525
- 2) Digital SLR Camera (Canon EOS Rebel T3i) - \$750
- 3) Netbook (HP Mini 1104) - \$419
- 4) High-End Desktop w/~22" monitor and speakers (HP Compaq 8200 Elite) - \$1070
- 5) High-End Laptop (HP ProBook 6560b) - \$799
- 6) Digital Video Camera (Samsung HMX-QF20 Digital Camcorder) - \$349
- 7) GPS (Garmin nüvi 50LM Automobile Portable GPS Navigator 5") - \$170
- 8) NAS drive (Buffalo LinkStation Network storage server) - \$565
- 9) Color Laser Printer (HP LaserJet Pro 400 color M451nw) - \$448
- 10) Mid-range Desktop w/~19" monitor and speakers (Acer Veriton Desktop Computer) - \$764
- 11) Android Tablet (large format – Acer ICONIA Tab 799019k32u) - \$449
- 12) Android Tablet (small format – Google Nexus 7) - \$249
- 13) Google Chromebook (Samsung Chromebook 12.1") - \$449

## Notes:

1. Multiple items may be purchased
2. Shipping & Handling charges of **\$15.00** will be added to each *order*
3. Only items on this list may be purchased – no modification of configuration or addition of accessories is allowed
4. As technology changes rapidly, some items may not be available in the exact configuration listed. The district and vendor reserve the right to make substitutions of equal or greater value and comparable features without notice.
5. The district and vendor reserve the right to lower stated prices without notice.
6. Applicable IL sales tax will be added and is not reflected in the above prices
7. Consumer is responsible for any and all paper-work related to any applicable rebates
8. All orders must be placed through the Technology Department to be eligible for payroll deduction
9. If using payroll deduction, the total will be deducted interest free, over an eight (8) month period of time from the date of purchase. Any outstanding balances shall be paid prior to terminating employment with the district. Deductions are NOT pre-tax.
10. The maximum district-wide allocation for this program is \$35,000. Orders will be processed on a first-come basis until the cap is reached.
11. Only permanent employees using direct deposit are eligible to participate in the payroll deduction aspect of this program.
12. Though we seek competitive pricing, the purchase price is not guaranteed to be the lowest available anywhere and we will not match pricing.

## How the program works:

1. Select the item(s) from the above list that you wish to purchase
2. Complete the attached form - **2012-13 Staff Buy Payroll Deduction Agreement**
3. Send the form along with your attendance certificate and/or down payment if applicable to Tom Steele/Technology Dept via inter-office mail
4. Your order will be shipped to the address you indicated on the order form. When your order arrives, send an e-mail to Tom Steele letting him know your order has arrived.
5. If you opted to use the payroll deduction plan, the first payment will be deducted from your October 15 paycheck.
6. The program will close on September 21, 2012 at 4:00PM. **All orders must be received in the Technology Department or District Office BEFORE that time to be considered.**

# 2012-13 Staff Buy Payroll Deduction Agreement

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Building: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Position: \_\_\_\_\_

Ship to location (check one):

- District Office
- Manteno Primary School
- Manteno Elementary School
- Manteno Middle School
- Manteno High School

**Items Ordered:**

Line	Item Description (one item per line)	Cost
1.		
2.		
3.		
4.		
5.		
6.		
7.	Order Sub-total (Sum of Lines 1-6)	
8.	Estimated Sales Tax @ 6.25% (Line 7 x .0625)	
9.	Shipping	\$15.00
10.	Less Attendance Certificate or down payment (if applicable)*	
11.	<b>Total Due</b> (Sum of Lines 7-10)	

I give my permission for Manteno CUSD No 5 (District) to deduct from my pay checks the amount of my purchases as indicated above. I authorize the District to adjust the total to compensate for computational errors, price fluctuations due to market conditions, applicable shipping & handling charges, and sales tax charges. The total deduction shall take place over a period of eight months beginning in October, 2012 and the final deductions occurring in May, 2013. If my employment should terminate prior to the end of this agreement for any reason, I agree to allow the District to deduct the remaining balance from my final paycheck and to pay the District any balance remaining immediately.

I understand that I am responsible for any setup, maintenance, repair, licensing, insurance, etc. associated with the items specified above and will not hold Manteno CUSD No 5 or its employees responsible for any loss sustained.

\_\_\_\_\_  
Signature Date

\*If using an attendance certificate or making an additional down payment, the original certificate and/or payment must accompany this form.

**Manteno CUSD No 5 reserves the right to reject any order that is incomplete or does not meet the criteria of this program.**