Kirkwood
COMMUNITY COLLEGE

College Procedure: 402.21 – Employee Computer Purchase

Policy Reference:	402 – Employee Benefits and Compensation
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	04/30/2014
Version Number:	2
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

The Kirkwood Foundation and The Kirkwood Facilities Foundation jointly offer interest free financing for computer purchases made through EagleTech to qualified employees for personal use. This program is not a Kirkwood sponsored benefit but managed by Kirkwood Community College and offered to all current full-time board approved employees. Any amount paid by Kirkwood through this program must be repaid by the employee. Repayment is processed through payroll deductions. This procedure will outline the guidelines for eligibility, the documentation required and the approval process.

The Procedure

The Kirkwood Foundation and The Kirkwood Facilities Foundation offer interest free financing for the purchase of a computer. The program is processed by EagleTech and payroll deductions are processed by Human Resources.

Benefits:

- Tax exempt purchase
- Academic pricing on some models
- Products sold: Apple, Dell and HP
- Technical support and warranty work
- Special orders

Eligibility Requirements:

- A person must be a currently employed, full time employee who has been approved by the Board.
- The employee must not have any outstanding debts to Kirkwood, such as tuition or parking fees.

- An eligible purchase must include a computer or tablet.
    - Additional computer related items such as software, a printer, etc. may be included with an eligible purchase and requires the approval of the EagleTech Manager.
- The computer purchase total must be a minimum of $500.00 to qualify for financing.
- The financed amount may not exceed $4,000.00.

Repayment Requirements:

- Repayment will be deducted in equal, twice per month, payment amounts from the employee's wages by Payroll for the time period specified on the promissory note signed by the employee.
- The promissory note may extend over one year (24 pay periods), two years (48 pay periods) or a maximum of three years (72 pay periods).
- If an employee leaves employment, any unpaid balance will be immediately due and Kirkwood is able to deduct from any final amounts due the employee in salary, wages or other amounts due.
- A financed computer may be paid off at any time during the repayment time period by contacting Finance Accounts Receivable.
- Once an employee pays off an agreement, they are eligible for a new employee computer buy agreement.

Purchasing Requirements:

- A Kirkwood P-Card may NOT be used to make an employee computer purchase.
    - Use of a P-Card for personal reasons can result in disciplinary action including but not limited to suspension of card, cancellation of card or termination of employment.
- Any returns or questions on the quality of the product(s) purchased must be addressed by the EagleTech team.
- Kirkwood does not have control on any additional restrictions imposed by the product vendor such as limits on which products are allowed.

Purchasing Procedures:

- The employee must obtain the Employee Computer Buy Promissory Note from EagleTech.
- EagleTech will complete the Payroll Use section of the promissory note once the purchase has been made and send a copy of the finished form to
    - The employee.
    - Payroll.
    - Finance.

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Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	04/30/2014	Jim Choate, Vice President, Finance	New procedure
2	08/31/2017	Cabinet	New template
3	11/05/2019	Cabinet	Procedure template
4	10/30/2026	Wes Fowler, Vice President, Human Resources	Updated titles and departments