

EMPLOYEE COMPUTER PURCHASE PROGRAM

FREQUENTLY ASKED QUESTIONS

Who do I talk to if I am unsure that the equipment I want is eligible for the loan program?

Contact Bill Stice – Bill.Stice@townofcary.org (Technology Services Director) or Robin Bailey – Robin.Bailey@townofcary.org (TS Operations Manager) prior to your purchase to ensure that the program will cover the expense.

How do I know if funds are available in the program?

Contact Melanie Bissonnette – Melanie.Bissonnette@townofcary.org in Accounts Payable to verify if funds are available. If funds are not available, you will be put on a waiting list. At that point, funds will be loaned out as they become available on a first-come-first-serve basis.

I know I'm going to purchase a computer soon and I want to participate in the loan program, what can I do to prepare?

Read through the **standard procedure** and the **checklist** on C-Net. You can also review the required forms. Check with Finance (as indicated above) to ensure that funds are available. Contact Tech Services if you have any technical questions. Fill out a **direct deposit form** for the initial funds distribution (different than payroll direct deposit). On a personal basis, make sure you review your finances and feel that you can afford this loan payment.

What if I am unsure about the type of computer (size, speed, etc) I need? Is there someone available to give advice?

Contact Bill Stice – Bill.Stice@townofcary.org (Technology Services Director) or Robin Bailey – Robin.Bailey@townofcary.org (TS Operations Manager) and talk to them about what you intend to do at home or what type of system/software would be helpful for improving your skills at work.

What if I purchase a PC over the weekend and didn't get everything approved in advance? Can I still participate in the program?

Yes, if your equipment is eligible and there are funds available, you may submit the appropriate form with a receipt to be reimbursed. You must submit your form and receipt within 15 days of the actual purchase.

What happens if I received an advance, but then I lose my receipt?

Most vendors, whether in a store or on-line, should be able to send you a duplicate receipt. Please remember to contact Melanie Bissonnette – Melanie.Bissonnette@townofcary.org and let her know. If you do not produce a receipt to Finance within 15 days (or by an agreed upon time as arranged with

Finance), the loan will be treated as a payroll advance and deducted from future payroll(s) until fully paid. The deduction will be higher than your loan amount and will be the maximum amount possible after other payroll deductions are made.

Does it matter where I purchase my computer equipment?

You can pick any vendor. The program has been changed to where loan payments are made directly to the employee. Therefore, it should make it easier for you to select the best vendor for you, whether on-line or in a store.

Can I purchase my equipment on-line? What type of paperwork do I need to keep?

Yes – Any on-line vendor is fine. If your loan will be an advance, be sure to print the on-line specs from your research. This can serve as your quote. Make sure it has details regarding the type of system and a cost breakdown of equipment and software. If you have already made your purchase on line and are intending to be reimbursed, make sure you print out an itemized receipt. Technology Services will need itemized details for their review.

I'm interested in either an I-Phone, an I-Pad or a Blackberry. Are any of these considered an eligible expense?

No – Cell phones or other handheld devices that are used to access the internet and email are not eligible. Your purchase must contain a computer in order to qualify for the loan program. Peripherals such as a basic printer or a basic digital camera may be eligible as long as the “package” includes a computer.

My original quote is less than what the actual expense ended up being. Can I increase my loan amount to cover the difference as long as I stay within the \$1,500 limit?

Due to the administrative burden that this would cause, the amount of the loan cannot be changed. To avoid this problem, make sure you have reviewed the details of your quote carefully and have thought of all your needs.

After reviewing the criteria, I don't think the Town's program is right for me. Are there other programs available?

Yes – Individual vendors may offer interest free or low interest loans for purchases. Plus there are programs through the Local Government Federal Credit Union and through “Get a PC” that is for government employees in NC. Here are a few links to aid you in your research:

LGFCU Personal Loan Program
www.lgfcu.org/loans/pages/personalLoans.php

Get a PC
www.getapc.nc.gov