



City of Georgetown South Carolina

Division Of Human Resources

Employee Computer Purchase/Loan Program

Applicant's Name:

Department:

Date of Application:

City Official Approving:

Date of Approval:

Objective

The objective of the Employee Computer Purchase/Loan program is to elevate the computer literacy of full-time and permanent part-time employees who have been with the City at least one year. This program will encourage performance on the job through encouraging the purchase of personal computers and software that are consistent with the City's equipment and software.

Application Package

These documents represent the Loan Application Package. You must submit the entire package. Prior to submission you should make copies of the completed Application and supporting documents. All quotations and supporting documents should be attached to the rear of these documents.

Procedures

The applicant must initial and date each item below indicating agreement.

1. **Eligibility:** Employees assigned to permanent full-time or permanent part-time positions who have completed at least one year of service with the City and are not on probation or unpaid leave status are eligible to make an initial purchase and/or finance upgrades to their systems through this plan, up to the established loan limit. _____
2. **Loan Limit:** Employees will be afforded an interest free loan up to \$ 2,500.00 for loan periods of no more than 36 months. Employees will repay the loan through payroll deduction on a bi-weekly payroll basis. Loans are due and payable IN FULL should an employee voluntarily or involuntarily terminate employment. Participants may find it necessary to purchase additional accessories during their loan, i.e. upgrades, etc. however, the original loan period will not be extended. _____
3. **Application:** Employees desiring to participate in the computer loan program shall first obtain a price quote from a vender of their choice for the hardware and software to be covered by the program. Competitive shopping is encouraged. After the system quote has been obtained, the employee must complete the Loan Agreement and Installment Note, the Truth in lending statement and appropriate payroll deduction forms. Signed documents, along with the price quotes will be forwarded to the Assistant City Administrator or Finance Director. One signed and notarized copy of the original Computer Loan Agreement and Demand note is required. _____
4. **Specifications:** Employees will be provided a list of suggested specifications to meeting the City's computer hardware and software compliance requirements. _____
5. **Payment:** A check will be issued to the employee AFTER successful completion of the application and loan agreement. The employee must return a receipt for the purchase of the computer and related hardware and/or software immediately after the purchase is completed by NO LATER THAN 30 days following the check issuance. **THE LOAN MUST BE USED FOR THE PURPOSE INTENDED OR THE EMPLOYEE WILL BE TERMINATED.**

6. **Equipment usage or disposal.** Each recipient agrees that usage of the equipment and software made available to the employee will be restricted for his/her family use. The employee may not dispose of the equipment without satisfying the loan. If equipment is returned for any refunds then the City's loan shall be repaid immediately in full.

7. **Violation of Agreement:** Should any part of the agreement or this policy be violated by the participant, all loan funds outstanding are immediately due. _____
8. **Collection of Debt.** If an employee defaults on the loan either due to termination, separation or any other reason and does not pay the loan in full, the City will deduct it immediately from any remaining payroll or vacation or overtime due the employee in order to satisfy the debt owed. No arrangements can be made for later payment without first deducting the amount owed from any paychecks or leave balances remaining. The City may collect the debt owed through civil process as well as file against the individual's state and federal tax returns through the Set-Off Debt Collection Program. _____
9. **Protection against damage or theft.** We recommend employees ensure that their home insurance will cover the loss of this equipment in the event of fire, flood, theft, or other disasters. Payroll deductions will continue to satisfy the loan even if a loss occurs. _____
10. **Minimum Deduction:** The minimum amount that will be allowed to be deducted is \$ 10.00. _____
11. **Program Duration:** The City does not guarantee that this program will always be available. It is an employee program that will continue so long as funds are available and abuse of the program does not occur. _____
12. **Disqualification:** The City reserves the right to disqualify any employee from participation in the program for any reason that is in the best interest of the City. _____

Please continue to the next page.

City of Georgetown

Computer Purchase Loan Agreement And Installment Note

I, _____ acknowledge that I am purchasing a new personal computer and/or related equipment and that the payment for this equipment is my responsibility. I acknowledge that the City of Georgetown Procedure "Computer Purchase/Loan Program" is hereby incorporated into the agreement. I acknowledge that the type of computer and software must be compatible with the City of Georgetown's basic software and hardware, i.e. software must include Microsoft Word for Windows and IBM Compatible PC Hardware is required. Additional items are at the discretion of the employee.

I acknowledge that the warranty on the computer or related equipment is between the manufacturer and me. The City of Georgetown does not own the computer equipment or any of the software and the employee is the Owner of the equipment purchased from the proceeds of this loan.

I request a loan in the amount of \$ _____. The proceeds of this loan will be used to pay for said computer equipment and software which is for my personal and in-home use and that I will not sell, trade or otherwise dispose of this equipment during the period of the loan and until the loan is satisfied.

I Acknowledge that the City will issue a check to me based on the quote submitted for approval and that I will return a receipt within the specified time period after the purchase is complete. I authorize the City to then record in its books the amount paid as a loan to me.

I promise to pay to the City of Georgetown, on demand, the sum of \$ _____ which represents the principal amount of the loan made to me hereunder.

I will pay the entire balance due in bi-weekly amounts for _____
(Number of installments)

Failure to abide by the terms of this agreement or the procedure shall be a default of this agreement and cause the entire unpaid balance to become immediately due and payable.

I elect to repay this loan to the City of Georgetown by payroll deduction from each paycheck for a period of:

_____ 52 Paychecks _____ 78 Paychecks _____ Other

Should I go on disability leave, leave of absence or any other pay or non-pay status during the duration of this loan, I understand that I am still responsible for making payments to the City of Georgetown to keep the loan current.

Should my employment with the City of Georgetown terminate, voluntarily or involuntarily, prior to the full repayment of the loan, I understand that the entire balance due hereunder shall be immediately due and payable. Accordingly, I authorize the City of Georgetown to deduct any balance due from my final paychecks, including but not restricted to annual leave pay. I understand that if, after these final deductions, there is any remaining balance, I agree to pay the same immediately.

Employee Signature _____ Date: _____

Employee Printed Name _____ SS# _____

Department _____

STATE OF SOUTH CAROLINA

COUNTY OF GEORGETOWN

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

Notary: _____

My Commission Expires _____

Please attach all supporting documents and quotations here.