

Staff Technology Purchase Program

According to the contract:

“7.1002 The Board of Education will provide a semi-annual opportunity for staff members to purchase a computer through 24 payroll deductions. Orders can be placed by September 20th or April 20th with deductions to begin in October and May. If for any reason a bargaining unit member resigns or is released from employment any outstanding balances for computers will be deducted from their final paycheck(s). “

To take part in this program, consider the following:

1. **What:** Apple? Windows? Laptop? Wireless? Digital Camera? Digital Video Camera? Scanner? Injet Printer? Fax/Printer? It can be overwhelming. Go shopping at the local stores to get a feel for what your needs are. Purchase what you are comfortable with. Each family has very unique circumstances. Do your research online, too. You can talk to your building technology resource teacher to help you understand some of the technical issue, but don't expect them to recommend a specific brand or model.
2. **Where:** Most people find the best prices online. The products that are purchased the most are from www.apple.com and www.dell.com. Many have purchased from Gateway or HP or MicroCenter, locally. We have not had any luck with CompUSA; please do not plan to purchase there. If you go the web stores, make sure you go to the education (K-12) institution links...not the K-12 educators links. You will get better deals. For many of your purchases, the best price will be from Jack Greenwood at MicroWarehouse. You email him for prices (greenwoodc@mwhe.com) and he will email you within 24 hours usually. MicroWarehouse has a state contract on most items. Schools do not pay shipping and tax. Plus they give quite a discount off of the catalog prices.
3. **Paperwork:** Once you decide what to purchase, complete a requisition and a payroll deduction notice. This allows payroll to withdraw the total amount from your paycheck over the school year. Give both the requisition and the salary permission paper to your building secretary. Primary teachers should forward this information to Karen at Elm. They will forward it all to the board office. Deadlines are September 20 and April 20.
4. **After Your Purchase:** You will responsible for tracking your order, and handling your own repair problems. Be sure to keep copies of all of your paperwork, warranties, Purchase Orders, etc.

Once these steps are complete, the building secretary will forward your paperwork to the board office. Your purchase will be sent to your building. Education licenses allow staff members to copy any school owned software onto their home computer. If you would like to install school owned software, you should complete a tech request to borrow the software.

Once the software is loaned out, it is the staff member's responsibility to load any software and maintain it. Tech staff cannot provide tech support for this. Once your purchase arrives, the staff member is totally responsible for getting it up and running and maintaining it, as well.

Wyoming Board of Education
Payroll Office
Technology Purchase

I, _____, hereby authorize the Wyoming Board of Education to deduct \$ _____, over 24 pay periods, in equal payments of \$ _____ each.

Signature _____

Date _____

REQUISITION FORM

Requisition # _____
 P.O. # _____
 Date _____

 Vendor

 Street

 City State Zip Code

SHIP TO:

 Name/Building

QUANTITY	DESCRIPTION OR PURPOSE	UNIT	COST
		TOTAL	\$ 0

TI	FUND	FUNC	OBJ	SCC	SUBJECT	OU	IL	JOB	AMOUNT
									\$ 0

REQUESTED BY: _____