

Alaska Gateway School District  
**Employee Computer System Purchase Agreement**

Date: _____	School: _____
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**AGREEMENT**

I, \_\_\_\_\_, buyer, agree to have \_\_\_\_\_ payroll deductions in the amount of \$\_\_\_\_\_, taken from my payroll check, for the purchase of the computer system listed below. I understand that the first deduction will be deducted from the payroll immediately following receipt of the employee buy purchase order. I acknowledge that the computer has to be paid in full by my final FY\_\_\_\_ payroll check and that I will pay up front any amount over \$2,000.00.

In the event that a computer buy is not completed, I agree to turn the computer over to the district without compensation.

I also authorize the Business Office to make adjustments in my deductions up to \$\_\_\_\_\_ to account for changes in invoices, shipping, etc. Anything that goes above this amount I will need to be contacted.

I, \_\_\_\_\_, also agree that it is my responsibility to facilitate any warranty repairs or returns with regards to this purchase.

**COMPUTER SYSTEM**

	<i>Item/Model</i>	<i>Projected Cost</i>	<i>Actual Cost*</i>
Computer/CPU		\$ _____	\$ _____
Monitor		\$ _____	\$ _____
Printer		\$ _____	\$ _____
External Devices:		\$ _____	\$ _____
Other:		\$ _____	\$ _____
<b>Total Purchase Price</b>		\$ _____	\$ _____

Buyer's Signature: \_\_\_\_\_

Coordinator of Technology's Signature: \_\_\_\_\_

\* Business Office will provide a copy of actual costs to the employee upon request.

\_\_\_\_\_