



Employee Purchase Program – Dell Computers – Procedure

- I. **DEFINITION AND PURPOSE:** The employee purchase program is exclusively for current full-time employees of Upper Iowa University for the purchase of computers and accessories with Dell using the employee discount. The intent of this program is to allow purchasing of computers and computer related items for personal use by the employee or the employee's immediate family and to allow the employee to use a payroll deduction for the purchase price.
- II. **ELIGIBILITY:** Full-time UIU staff and faculty are eligible to participate in the discount program and the employee purchase program.
- III. **PROCEDURE:** Full-time eligible employees may purchase hardware and hardware accessories from Dell using the employee discount.

If an employee would like to participate in the Employee Purchase Program:

1. The employee should visit the Dell website and select the items they wish to purchase. The maximum amount of the purchase cannot exceed \$2,500.00.
2. The employee should schedule a time to meet with the Director of Human Resources to complete the purchase. The purchase will be paid in full using the University's purchase card.
3. The employee will sign a Payroll Deduction Agreement, agreeing to repay the University for the purchase price, including shipping, tax and applicable fees. The payroll deduction amount will be divided equally for the desired number of pay periods determined by the employee. The number of pay periods cannot exceed 12.