POLLICY:
The University recognizes that various fields of study have diverse needs and that faculty and staff must have the opportunity to explore the ways computer resources can be used. Thus, the purpose of the Personal Computer Loan Program (“Program”) is to foster the faculty and staff development of computer applications and knowledge in all fields.

LOAN USE:
Loan proceeds are used to purchase a single computer system. Additionally, directly related equipment (i.e. printer, mouse, docking station, keyboard, and monitor), software and maintenance will also be allowed with the purchase of the computer system. Tablets such as iPads, Windows 8 devices and Android devices are permissible and are considered a single computer system when applying to the Computer Loan Program. One computer system per fiscal year is permissible only.

NOTE: Loan proceeds may not be used to purchase ancillary equipment such as digital cameras, PDA, cellular equipment, iPod, E-book reader, etc.

PROCEDURE:
Eligibility: Full Time Faculty/Staff
There is a minimum of nine (9) months, full-time employment as a Butler University faculty or staff member for eligibility. This requirement may be waived by Human Resources Management & Development if a faculty or staff member has transferred directly from another institute of higher education after being employed for at least one year, full-time. The faculty or staff member must be actively employed and not on a leave of absence or sabbatical.

Loan Arrangements: Full Time Faculty/Staff
The minimum loan amount is $500 and the maximum loan amount is $2,500. The term of the loan is no more than 24 months; and is repaid interest free through payroll deduction. (If the faculty or staff member is employed under contract, the term of the loan will be limited to the contract term if less than 24 months). There is a limit of one system purchase per fiscal year (June 1 – May 31).

Eligibility: Part Time Faculty/Staff
Part time employees must be employed by the University a minimum of eighteen (18) months with an average of twenty (20) scheduled hours per week prior to applying for the Personal Computer Loan Program. The faculty or staff member must be actively employed and not on a leave of absence or sabbatical.

Loan Arrangements: Part Time Faculty/Staff
The minimum loan amount is $500 and the maximum loan amount is $1,500. The term of the loan is no more than 24 months; and is repaid interest free through payroll deduction. (If the faculty or staff member is employed under contract, the term of the loan will be limited to the contract term if less than 24 months.) There is a limit of one system purchase per fiscal year. (June 1 - May 31).

Steps Required:
1. Contact the Office of Finance and Administration (9481) to obtain the Personal Computer Loan Program Procedure Form and the Personal Computer Loan Certification Form.
2. **Quote Option:** Obtain a written quote of the desired computer/software from your vendor of choice. The quote must include the vendor name and mailing address. **Note:** If you choose the quote option, once the computer purchase is complete the original purchase receipt must be returned to the Office of Finance & Administration within five (5) business days of Effective Date of the loan. Failure to do so will cause the loan to go into default and all unpaid principal will be due and payable immediately. A copy of the original receipt will be made by the Finance Office and the original receipt will be returned to the faculty/staff member.

3. Submit the completed Personal Computer Loan Program Certification Form along with the written quote for approval to the Office of Finance Office and Administration. Approval by the employee’s supervisor (Division-VP, Executive Director or Dean, only) is required on all requests. **Note:** Additional Requirements are listed on the Personal Computer Loan Program Certification Form.

4. Once approval is granted by the Office of Finance and Administration, the purchase of the approved computer equipment/software is paid by check made payable to the faculty/staff member. **Note:** Once the computer purchase is complete, the original purchase receipt must be returned to the Office of Finance and Administration within five (5) business days of Effective Date of the loan. Failure to do so will cause the loan to go into default and all unpaid principal will be due and payable immediately. A copy of the original receipt will be made by the Office of Finance and Administration and the original receipt will be returned to the faculty/staff member.

5. **Reimbursement Option:** You may purchase the computer equipment/software with your personal credit card, personal bank debit card, personal check, or cash. Submit the completed Personal Computer Loan Certification form with the original receipt/paid invoice (copies of the original receipt/paid invoice will be made by the Office of Finance and Administration and originals will be returned to you); if a personal credit card is used also submit the credit card statement reflecting the computer payment to the Office of Finance and Administration. If a personal credit card is used, please include the credit card payment information: 1) the check made payable 2) the vendor’s mailing address

6. The University will issue a one-party check payable to the faculty/staff member for purchases done with personal bank debit card, personal check or cash. A two-party check will be issued for purchases done with a personal credit card; one party must be the faculty/staff member and the other party either the computer vendor or the credit card company used to purchase the equipment/software.

7. Requests for loans must be submitted to the Office of Finance and Administration allowing sufficient advance notice to comply with the Business Office requirements for timely issuance of checks. (Effective 07/01/10: accurately completed requests must be submitted to the Office of Finance no later than 5:00 PM on any given Wednesday for a loan check to be made available on Friday of the following week after 12:00 PM. During holiday and school break weeks, this schedule is not applicable.

8. At the time the check is presented to the faculty/staff member, the applicant will be required to sign a Promissory Note, which is a written agreement guaranteeing repayment of the amount being loaned, at the Office of Finance and Administration. The Promissory Note will outline the total amount of the loan, the monthly payment amount and will authorize payroll to make the monthly deduction from the faculty/staff’s paycheck.

9. Repayment is made through payroll deduction (assuming a 24-month term) as follows:

- Faculty/Staff paid on a 12-month basis = 24 equal payments
- Faculty/Staff paid on a 9-month basis = 18 equal payments
- Faculty/Staff paid on a bi-weekly basis = 52 equal payments

A copy of all documents will be retained in the Office of Finance until the loan is paid in full. Faculty/Staff personnel who receive a loan and then terminate employment or go on a leave of absence should contact the Office of Finance immediately. The loan is due and payable in full upon termination from the University or failure to present original receipt of computer purchase to Office of Finance and Administration within five (5) business days of Effective Date of the loan if Quote Option is used. Butler University will not accept delivery of any personal computer equipment. Set-up and repairs of the purchased computer equipment will be the responsibility of the employee.