



## UNIVERSITY POLICY

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### Employee Personal Computer Loan Program and Policy

**Number:** TBD  
**Organizational Part:** Office of Finance and Administration  
**Chapter:** One – University Policies  
**Policy Type:** University Wide  
**Responsible Office:** Office of Finance and Administration  
**Effective Date:** September 2018  
**Revision Date:** March 2019

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#### **POLICY STATEMENT**

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The University recognizes through all fields of study both faculty and staff members must have equal opportunity to explore, gain skills and acquire knowledge required through the computer resources available for the educational development of each employee. The purpose of the Personal Computer Loan Program (“Program”) is to foster and develop computer application, education and a continuous technology knowledge through personal development for each eligible employee at Butler University.

**CDWG (Computer Discount Warehouse & Government)** is the approved technology retail vendor for all eligible Butler University employees that are approved through the Butler University Employee Computer Loan Program as of September 2018. CDWG was chosen as the vendor of choice due to its wide variety of products, pricing and the CDWG professional business practices linked to superior customer service.

CDWG - RETAIL VENDOR for the EMPLOYEE PERSONAL COMPUTER LOAN PROGRAM

#### **LOAN USE:**

Loan Proceeds are used to purchase a single computer system. Additionally, directly related equipment (i.e.-printer, mouse, keyboard, monitor and docking station), software and maintenance will also be allowed with the purchase of the computer system. Tablets, such as iPads, Windows slate, Androids or any device permissible and considered a single computer system when applying to the Computer Loan Program could be eligible and allowed as part of the Computer Loan Program. One computer system per fiscal year (June 1-May 31) is permissible only.

**PLEASE NOTE:** Loan proceeds may not be used to purchase ancillary equipment, digital camera, cellular equipment, iPod, E-book reader, TV systems, gaming devices, etc.

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#### **ENTITIES AFFECTED BY THIS POLICY**

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Ex: Full time and regular part time staff members are eligible.

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#### **POLICY APPROVAL**

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Ex: Subject to approval by University Administration

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#### **CONTACTS**

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Department name: Office of Finance and Administration  
Phone: 317- 940-9481  
Email: [jbarkley@butler.edu](mailto:jbarkley@butler.edu)

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## PROCEDURES

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### Eligibility: Full Time Faculty/Staff

There is a minimum of nine (9) months with full-time employment as a Butler University faculty or staff member for eligibility. 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 \$2000. 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 a 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 \$1250. 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 a one system purchase per fiscal year (June 1 - May 31).

### Steps Required:

1. The Policy guidelines and certification sheet can be accessed at:  
<https://www.butler.edu/hr/benefits/financial/personal-computer-loan-program>  
Please contact the Office of Finance and Administration (9481) for assistance, guidance and direction. As of September 5, 2018, CDWG will be the only vendor allowed for any purchase related to the Butler University Computer Loan Program.
2. Submit the completed Personal Computer Loan Program Certification Form for final approval by the Office of Finance and Administration (9481). A signature approval by the employee's supervisor may only be that of the Division Vice President, Associate Vice President, Executive Director or Dean. There are no exceptions. Please note, additional requirements are listed on the Personal Computer Loan Program Certification Form to be completed prior to approval.
3. Once the loan approval is granted by the Office of Finance and Administration, you will be given instruction for ordering at the CDWG site by the Office of Finance and Administration within three (3) business days. Please contact the Office of Finance and Administration (9481) for CDWG ordering instructions, guidance or any question.
4. Once the order is placed and then approved by the Office of Finance and Administration for shipment/delivery, the employee will be contacted to sign a prepared Promissory Note that is between the eligible employee and Butler University. The Promissory Note payroll deduction will begin at the appropriate timeframe through the employee's pay cycle. The Promissory Note

will outline the total amount of the loan, the scheduled payment amount and will authorize payroll to make the appropriate deduction from the faculty/staff pay.

5. Repayment is through payroll deduction as follows and assuming a 24-month term. A 12-month repayment term through payroll deduction is available upon request and approval.

Faculty/Staff paid on a 12-month cycle = 24 equal payments

Faculty/Staff paid on a 9-month cycle = 18 equal payments

Faculty/Staff paid on a bi-weekly cycle = 52 equal payments

6. During holiday or school breaks, the normal schedule will be subject to change.
7. All employees will work directly with CDWG if customer service is required on any purchase through CDWG.com. Please contact the Office of Finance and Administration (9481) for instruction on contacting CDWG.
8. If an employee with a current computer loan terminates employment with Butler University for any reason, it is the responsibility of the employee to contact the Office of Finance and Administration to report their departure from Butler University. Any unpaid computer loan amount is due and payable in full prior to the employee leaving Butler University. The borrower's unpaid computer loan balance is subject to being turned over to a collection agency.

A copy of all documents will be retained by the Office of Finance and Administration until the loan is paid in full. Faculty and staff employees who receive a loan and then terminate employment, participate in an employee leave of absence or an employee sabbatical should contact the Office of Finance and Administration (9481). The loan is due and payable in full upon termination from Butler University.

#### EMPLOYEE PERSONAL COMPUTER LOAN PROGRAM

Offers three documents for review and processing of the Program as listed below:

- Read and review the EMPLOYEE PERSONAL COMPUTER LOAN PROGRAM POLICY & PROCEDURES
- Complete the PERSONAL COMPUTER LOAN PROGRAM CERTIFICATION FORM and turn into the VP for Finance and Administration Office (9481) for approval to participate and purchase through the Program.
- LOG IN INSTRUCTION SHEET for CDWG.COM. This document will be shared with the employee once the CERTIFICATION SHEET is completed and approved by the Vice President, Finance and Administration.

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#### **HISTORY/REVISION DATES**

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Issue Date:

Amended Date: