

EMPLOYEE COMPUTER PURCHASE PROGRAM

MIAMI COUNTY, KANSAS

Procurement Office
201 S Pearl, Suite 200
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Phone: (913)285-6418

Miami County provides a computer purchase plan which permits employees to use payroll deductions to purchase a personal computer*. This benefit provides an interest-free payroll advance for such purchases. Eligible employees are those who have been continuously employed by Miami County for at least one year prior to the agreement, work at least twenty (20) hours per week for Miami County and are in good standing (not on probation).

Eligible employees can receive an advance up to \$1250 to purchase a computer through the Employee Computer Purchase Program. The loan must be reimbursed through bi-weekly payroll deductions within a 24-month period. The program is subject to the availability of funds. For computer purchases exceeding \$1250, the balance over \$1250 is due upon delivery of the computer and/or related equipment to the county. Upon separation of employment, any remaining balance is due or it will be deducted from the employee's final paycheck.

- Computer equipment does not include the purchase of scanners, copiers, or printers.



How do I participate in this program?

1. Log on to <https://www.miamicountyks.org/587/Employment> to review the program's purpose and guidelines for participation.
2. Download the computer purchase agreement.
3. Complete the Computer Purchase Agreement and forward it to Procurement.
4. Email the Procurement Agent your computer and equipment order.
 - Designate the Computer Model & Equipment you would like them to purchase
 - Include the place of business you would like them to order from
 - Suggestions: Staples, NewEgg.com, Best Buy, SHI, Tiger Direct, HP, Dell, Apple (these are just suggestions and in no way a promotion or push to purchase from)
 - If you would like to order anything additional, it must be included in the email.
5. When the application has been approved by all necessary personnel, the applicant will be notified via email and sent a confirmation of their order.
6. Procurement only facilitates procuring the purchase and carries no responsibility after the purchase has been completed.
7. The employee will pick up their purchase from Procurement once it has been received. If any monies are owed, it will be due at the time of pick-up.
8. HR will start payroll deductions after the equipment has been received.
9. A second loan can not be started until the previous loan is paid off.
10. Employees may pay-off their loan at any time.