



Employee Computer Purchase Approval

Effective February 1, 2012 all computer purchases require advanced approval from the Human Resources Office. Computer purchases may be made by any employee working full-time at Hendrix for 6 months or more. Purchases must be under \$2000 and may not include game consoles, games, furniture, or consumable (ie. discs, internet service, film, etc). The intent of this benefit is to provide employees with access to educational technologies. Repayment is made in the form of a payroll deduction each pay cycle and may not exceed two years. A maximum of two active computer purchase agreements per employee is allowed.

Employee's Name: _____

Employee's Address: _____

Email: _____

Length of Full-Time Employment: _____

Purchase Details

Where do you intend to purchase the computer? _____

(Options include: Best Buy, Office Depot, Wal-Mart, and locations that accept Hendrix Purchase Order)

Please list all items you intend to purchase and the total cost of those items. Include shipping and tax where applicable if a purchase order will be required.

Description	Price
<i>Microsoft Office (Word, Excel...) is available to employees. Ask for details.</i>	\$0.00
Total:	

I certify that the above requested purchase is for my personal use or the use of my dependents. I understand that access to this benefit is subject to approval and available resources. I understand that I must also complete a Computer Purchase Agreement once my purchase has been approved.

Employee Signature

Date

Human Resources Approval

Date