



Santa Fe Independent School District
Technology Services
Lease / Purchase Program
2019-2020

**SANTA FE ISD – TECHNOLOGY SERVICES DEPT
LEASE / PURCHASE PROGRAM
INITIAL AGREEMENT TO PURCHASE**

The Santa Fe Independent School District has approved a voluntary program whereby school district employees can purchase computer products through payroll deduction. The District will charge 0% interest. Contracts and payroll deductions will be processed through the Business Office in the Administration building.

Steps in the Process

- (1) Select one of the computer systems offered in the program.
- (2) Receive and agree to an email from the Technology Services Department with verification of order and a copy of the Employee Computer Purchase Agreement
- (3) Take the completed agreement to the Technology Department
- (4) Your laptop will be issued to you upon receipt of the signed agreement.
- (5) Payroll deductions of equal payments will be set up for the term you've selected and begin on January 25th, 2020. Should you choose not to accept the computer on its arrival, you will be charged any amount the District is charged for return and restocking.
- (6) Deductions will be made on the 10th and 25th of each month until the lease/purchase cost has been satisfied.

Initial below to indicate you understand and agree to the steps in the process:

Initials

Kip Robins
Director of Technology
Santa Fe ISD

**SANTA FE ISD – TECHNOLOGY SERVICES DEPT
LEASE / PURCHASE PROGRAM
EMPLOYEE COMPUTER LEASE PURCHASE AGREEMENT**

This Agreement is entered into this _____ day of _____, 20__ by and between (hereafter “Staff Member”) and the Santa Fe Independent School District, Galveston County, Texas (hereafter “District”), concerning the sale and purchase of computer equipment

WHEREAS, the Program affords the District an opportunity to provide computer systems to full-time instructional and administrative staff on a lease/purchase program. The Program is voluntary.

NOW, THEREFORE, in consideration of the following undertakings, the parties hereto agree as follows:

1. The District agrees to fund the initial cost of the computer equipment (the “Equipment”), and Staff Member agrees to repay to the District the full cost associated with the Equipment purchase.
2. Payment for the Equipment shall be made through Staff Member’s payroll deductions or by a one-time payment made by the Staff Member
3. For payroll deduction payment the Staff Member specifically agrees:
 - a. The District shall be authorized to make payroll deductions from the Staff Member’s annual salary in equal installments until the total purchase price for the Equipment has been paid.
 - b. The Equipment shall remain the sole property of the District until full payment is received at which time the Equipment shall become property of the Staff Member. During the payment period, Staff Member shall have full use and possession of the Equipment, and shall be solely responsible for the Equipment’s upkeep. In accordance with Texas law, in the event of loss, malfunction or partial or total destruction of the Equipment, Staff Member shall not be relieved of his or her obligation to make full payment to the District.
 - c. If the Staff Member leaves the employment of the District prior to completion of his or her payment obligation, Staff Member may elect to pay any outstanding balance owed on the Equipment to maintain possession. Staff Member may also elect to leave the Equipment with the District, at which point the Staff Member will have no legal or financial obligation to pay the balance due on the Equipment.
4. Equipment purchases are to be made for Staff Members only, and the Equipment is expected to stay in the possession of the Staff Member making the purchase until such time that financial obligations have been satisfied.
5. In accordance with Texas law, Staff Member may be wholly or partially responsible for any repairs/replacements.
6. Nothing in this Agreement alters or waives Staff Member’s Obligations to comply with District Policy and Guidelines regarding acceptable usage of technological equipment.

CALCULATION FOR PAYROLL DEDUCTION

Microsoft SurfacePro 6 - \$1,418.37

- 1-year lease/purchase – 24 payments of \$59.10
 2-year lease/purchase – 48 payments of \$29.55

Microsoft Surface Book 2 - \$1,626.29

- 1-year lease/purchase – 24 payments of \$67.76
 2-year lease/purchase – 48 payments of \$33.88

Dell 3390 with Case Bundle - \$835.00

- 1-year lease/purchase – 24 payments of \$34.80
 2-year lease/purchase – 48 payments of \$17.40

FULL PAYMENT OF DEVICE

Microsoft Surface Pro 6 - \$1,418.37

1 payment of \$1,418.37

HP Surface Book 2 - \$1,626.29

1 payment of \$1,626.29

Dell 3390 with Case Bundle - \$835.00

1 payment of \$835.00

EMPLOYEE NAME:

LEASE / PURCHASE?

LEASE:

PAYMENT START DATE:

PAYMENT END DATE:

PURCHASE:

TYPE OF PAYMENT

DATE PAYMENT REC'D

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first provided above.

Staff Member:

Santa Fe Independent School District:

Signature

Signature

Print Name: _____

Address: _____

Phone Number: _____

Signature: Notary