

Employee Technology Purchase Program

Sycamore CUSD #427

Updated November 2007

We are pleased to be able to offer District #427 staff the opportunity to participate in the Employee Technology Purchase Program. The main advantage of participating in this program is that it allows employees a no interest loan for the purchase of personal technology items (desktop or laptop computers, printers, digital cameras, software, printers, scanners, etc.) with payroll deductions coming out of 24 paychecks.

Employees will need to follow these purchasing procedures:

1. Employees will be responsible for obtaining vendor quotes (from the approved vendors)* and submitting a finalized quote to the Business Office secretary. Please make sure this quote includes all items you want including the shipping and handling. The vendor quotes will need to be turned in by 3:30 p.m. on Wednesdays in order for the Purchase Orders to be generated for that week. The Purchase Order can be picked up by the employee only on the following Friday after 10 a.m.

***The approved vendors for the 2007-2008 school year are:**

**Apple Computer
CDWG
Dell
Gateway
MPC
TBC Net, Sycamore**

2. Employees will be required to sign a "promissory note" in the Business Office. (This note will be signed at the same time the Purchase Order will be picked up). *The purpose of this note is that it grants the District the right to withhold money for payroll deduction. Promissory notes must be signed by the employee **ONLY**.*

If the balance owed to the vendor is larger than the amount of the promissory note, it will be the employee's responsibility to pay the remaining balance to the vendor. No changes can be made to the payroll deduction amount.

3. Employees are responsible for getting the Purchase Order to the vendor either by FAX or mail and making arrangements for delivery (see #6).
4. Payment in full may be made at any time after the note has been signed. Please contact the Payroll Department in the Business Office for the correct pay off amount.
5. Payroll deductions will begin at the next appropriate pay period after the promissory note is signed and will run for 24 pay periods.

6. Shipping options are:
 - * Delivered **only** to the Administration Building or the employee's home.
 - * Or, the equipment can be picked up at the vendor by taking them the Purchase Order.

Very important:

7. Once the shipment is received, the employee is responsible for returning the **payment copy** of the Purchase Order to the Business Office for the vendor to be paid.
8. If the invoice amount is lower than the Purchase Order amount, the final paycheck will be adjusted to the lesser amount.

Points of Interest:

The Microsoft Office 2003 Professional Software package is available to you from the school district for one home computer so you do not have to purchase it. To obtain the CD's for installation purposes, contact any of the school's library staff.

The Symantec Antivirus software is also available to District employees for use on one home computer. See your library staff to obtain the installation CD.

Approved Vendor List

Employee Technology Purchase Program

Sycamore CUSD #427

Apple Computer

If you wish to purchase a computer or peripheral from Apple, please follow the instructions below:

Go to **www.apple.com/education/store**.

Click on "K-12 Teacher or Staff Member." Type in the zip code-60178; Select "Sycamore Schools Dist 427" from the right hand side, click Continue. You will see a Shopping Agreement, click on "I Accept" at the bottom of the screen. (Once you have done this at your workstation, you may not need to find our school district again-It will automatically pop up with the Sycamore Schools Dist 427 site.)

Notice that the next screen says "Sycamore School District 427" at the top. At the far right of the screen, you will notice a place to create an Apple ID personal account. Look for the "Sign In or Create your Own Personal Account." This needs to be done in order to receive an actual quote from Apple. If you are just looking at the products, you don't have to create an account until you actually determine if and what you want to purchase.

To set up a quote:

Select the equipment you would like,

Click on Save for Later, then email the saved cart to yourself and print out that page for your reference.

- If you wish to think about your purchase, you can retrieve your cart by using the above website and your Apple ID, then select view cart. Once you have made your decision, you may then email the cart to yourself.
- You will be prompted to set up an Apple ID, or you may use your previously set up Apple ID

Once the email is received, print this email quote.

If you need assistance, call Adam Pirrtima, Apple Education, 800-800-2775, Ext. 46840 or by emailing him at apirrtima@apple.com

Once you have your finalized quote from Apple including any shipping charges, take it to the Business Office to begin the purchasing process.

CDWG

CDWG offers the following description of their company and services:

CDWG is the country's leading **direct** solutions provider to education and government, offering complete, customized computing solutions for businesses and consumers nationwide. With competitive prices on a selection of thousands of computer products, CDWG is the No. 1 authorized **direct** source of Compaq, Computer Associates, IBM, Microsoft, Toshiba and other top name brands. CDWG provides several unique customer service options: Telephone and online purchasing; free custom configurations; next day shipping; and 24-hour lifetime technical support.

Log into their website which has been set up just for Sycamore staff--
www.cdwg.com/sycamore.

- ☒ Go to My Account link on left hand side of screen
 - Login in if you have already created an account
 - If you need to create a New Customer ID, click on the Create Account link.
 - Fill in required information
 - In the Purchase area select Education: K-12
 - In the Select your Format area select **Text-only edition**
 - Remember or record your CDWG member ID and password for retrieval of your CDWG quote
 - If you have created an account, but forgotten your password, used the Forgot User Name/Password link on right side of screen
- ☒ When you find an item for which you would like a quote, just add it to your cart. You may add more than one item to a cart.
- ☒ Use the "Create Quote" option. Be sure to include shipping information and name the quote as each screen prompts you. Click on "Continue Quote" as prompted. Click on "Place Quote" to finalize the process. Print the quote for your records.
- ☒ To retrieve a quote, you may login using the CDWG member ID and Password, click on Quotes on the left side of your screen. Click on the named quote you would like to review.
- ☒ You may also e-mail your cart by choosing the "Email to an Associate" at the top right hand side of the screen Make sure e-mail is sent to davifri@cdwg.com as the associate's name. Your email address will be shown as the sender. He will figure the contents of your cart into a formal quote and then email the quote back to you.
- ☒ Either method will serve as the quote needed to participate in the Employee Technology Purchase Program.

If you have specific questions, do not hesitate to call David Friedman at 877-524-9367 (toll free) or e-mail at davifri@cdwg.com.

Once you have your finalized quote from David including shipping charges, take it to the Business Office to begin the purchasing process.

Note: Most computers do not automatically come with a monitor, so you must be observant on your selection. Remember that the Microsoft Office 2003 Professional Software is available to you from the school district, so you do not have to purchase it. Contact any of the schools' library staff to obtain a copy of the CD's for installation purposes.

Dell Computer

Dell has provided us with a website to use for our Employee Purchase Plan. This program uses a cart system. The Employee Purchase Program instructions are listed below.

Education Personal Purchase Program-

Point your browser to **www.dell.com/edubuy**. This is a special Dell Education Personal Purchase Program created for schools and is another option for you to consider before deciding where to purchase technology items. A unique **Sycamore Member ID# of** must be used to gain access to this site. The site is very easy to use; log in with the ID and follow the screen directions. Here are the reasons why you might want to consider placing an order from www.dell.com/edubuy:

- 24-hour Dell hardware telephone tech support
- Special discounts and offers not available to the general public

To use this site:

- 📄 Go to www.dell.com/edubuy
- 📄 Type in **KS29260815** as the Member ID, click on Go
- 📄 Login in if you have already created a Dell account.
 - Set up a new account, by clicking on “My Account.” Fill in the required information. Make note of your Member ID and password.
- 📄 Select your equipment and configure it, as you would like. This may take several screens. Click “continue” to go the next screen.
- 📄 Click on Update price and Ship date.
- 📄 Add to cart
- 📄 Click on the Estimate Shipping, Handling and Tax link, at bottom right.
- 📄 Print out the cart as a copy for your records.
- 📄 E-mail the cart to yourself and to the current Dell Rep, Brian Emerson, at brian_emerson@dell.com
 - To email the cart, use your Dell ID you have previously set up
 - Be sure to include the Dell representative in the email to area. He will send you back a quote to be taken to the Business Office.
 - If you are undecided about your purchase click on “Save Cart.” You may retrieve this cart on your next visit by going to the Dell sight, logging into your Dell ID and select My Cart.
- 📄 Cart pricing is good for 14 days.
- 📄 If any questions during this process, our Dell specialist, Brian Emerson, can help you. Call him at 615-795-8401

Note: Do **not** enter a credit card number on the equipment you have selected or it will be charged to that account.

Gateway Computer

As adapted from http://www.gateway.com/about/news_info/company_background.shtml

Founded in 1985 in an Iowa farmhouse, Gateway has grown into one of America's best-known brands with millions of satisfied customers. Ted Waitt started Gateway and has turned it into a revolutionary company whose innovations helped shape the technology industry

Gateway's evolution has taken it from a PC maker to a full-service technology provider with a wide range of its own products and services, such as thin TVs, digital cameras, camcorders and systems and networking products. Gateway has always been devoted to treating customers with respect and decency, and it consistently ranks among the industry's top companies in customer loyalty,

We have 2 methods in which to purchase from Gateway: The Gateway site is the option for our Employee Purchase Plan (Option A). The Student faculty eSource is not part of the purchase plan. You will need to use your personal charge card for any purchase from Option B.

A. Gateway site:

- ☐ **All products options are available-Computers, Cameras, etc- a consumer site**
- ☐ Go to <http://www.gateway.com>, click on the Home and Home Office and/or the Education links in middle of the page
- ☐ Select equipment and configure as needed
- ☐ Save quote, see detail of cart and make any changes, then click on save quote on right hand side of screen
- ☐ Print out quote page and note quote number for future reference
- ☐ If you wish to think or modify details about your purchase you can retrieve a quote by going to www.gateway.com - Go to "Under Ways to Shop" at bottom left side of the page, then click on Retrieve a Quote, and type in the quote number
- ☐ Call the Gateway Employee Purchase plan sales representative, for the discounted price, if available on that model. Be aware that not all models will have further discounts. The Sycamore Schools Dist #427 Employee Purchase Program representative, Charby Richey can be reached at 800-211-4952 ext # 56469. The District ID is **BEPH-116-88**. Request that the new price, if available be emailed to you for your quote.
- ☐ Remember to add \$50.00 for a desktop and \$25.00 for a laptop to cover shipping charges.

Gateway con't

B. Student and Faculty eSource: Limited Product selections but discounts and shipping are usually included in price quoted. This plan is **not** part of the Employee Purchase Program at Sycamore Schools Dist #427

- ☞ Go to <https://esource.gateway.com/mhec>
- ☞ See the "Visit your Student and Faculty eSource Site"
- ☞ Select your equipment
- ☞ Click on "Quote it" on right hand side of screen
- ☞ Fill in information
- ☞ Save Quote
- ☞ Note Quote number, then click on Print Quote
- ☞ Put the purchase on your personal charge card
- ☞ Make sure that any shipping charges, if any, are noted on your quote. To retrieve a Quote- go the <https://esource.gateway.com/mhec> site then select "Quote" on the left hand side of the screen. You may then search by quote number or your quote may be listed on the screen, in which case you may click on it to see the details.
- ☞ **If you choose to use this website, you must use a personal credit card**

Remember to consider shipping costs for each accessory or peripheral you are purchasing.

Remember that the Microsoft Office 2003 Professional Software is available to you from the school district, so you do not have to purchase it. To obtain the Microsoft CD's for installation purposes, contact any of the schools' library/media staff.

MPC

MPC is the supplier for the district computers in our buildings. The district has been working with this vendor for over 7 years. Their commitment to high quality and reliable support has made MPC a partner with Sycamore CUSD 427.

This year, MPC is able to offer a web-based Employment Purchase Plan for review. The offering includes 2 desktop computers, one as a mid-tower desktop and one as a smaller desktop, and one laptop.

If you find that you need other equipment needs such as an HP printer, Acer Computers, Fujitsu laptops computers or a Viewsonic monitor, please call Mark at 800-523-3304. He will be able assist you in the selection and pricing of the equipment.

- ☐ Go to MPC's web site at <http://www.mpccorp.com/solutions/>
- ☐ Click on the Ozone area near the top of the screen,
- ☐ Type in the ID –**sycamorecepp** with **password** as the password, Click Go
- ☐ Click on **MPC Solutions Products & Services**
- ☐ This will open another screen with product offerings.
- ☐ Choose between the Desktop models or the Notebook model
- ☐ Configure it as you would like
- ☐ Once you have selected your product, click on Recalculate Total
- ☐ Then save quote from the top of the screen in the blue band
- ☐ Fill in your email address and click save
- ☐ Note your quote number, expiration date from the new screen
- ☐ Then click on E-mail quote, fill in your email address and press Send. You will receive an email from MPC with your quote information
- ☐ Print out your quote and take it to the Business Office

To retrieve a quote:

- ☐ Go to MPC's web site at <http://www.mpccorp.com/solutions/>
- ☐ Click on the Ozone area near the top of the screen,
- ☐ Type in the ID – **sycamorecepp** with **password** as the password, click Go
- ☐ Click on **Retrieve Quote**
- ☐ You may retrieve your quote(s) by either quote number, Email address, or Quote Name
- ☐ You may then print out the quote or review and/or customize your quote(s)

The Business Office requires that an “E-quote” is turned in when placing an order and arranging for payroll deduction.

Remember to add \$50 shipping for a desktop, \$30 for a laptop that you are purchasing. If you need assistance, call **1-800-523-3304**, ext 60406.

Remember that the Microsoft Office 2003 Professional Software is available to you from the school district, so you do not have to purchase it. To obtain the CD's for installation purposes, contact any of the schools' library staff.

TBC Net

TBC offers the following description of their company and services:

TBC Net is your local solution for your entire computer needs. We are a full-service computer shop located in Sycamore providing repairs, upgrades, and new computers. All of our computers are built to customer specifications using only name-brand components ensuring compatibility and reliability for years to come. We offer computer sales online at our web site www.tbc.net or in person at our store if you are not sure exactly what you need and would like some expert advise. Here are a few benefits that you cash in on when buying a computer from TBC Net –

- Only the highest quality components go into our computers. When purchasing a computer, you should always make sure that you know what parts are actually inside. Many computer manufacturers hide the name brand of a particular component from the customer since they will substitute quality parts with no-name parts in an effort to bring their price down. While saving money on the initial cost, they are often creating headaches for later when the no-name parts fail or do not perform as expected. So, when checking out pricing, also check out what exactly comes in the box.
- We are a local company and care about our customers. If you have a problem with a TBC Net computer, you have someone that you can talk to face-to-face. Since we live and work in this community, we are very concerned about your happiness with our Company. This is something that we feel very strongly about. Also, service on our computers is completed in Sycamore by the same people that sold you your Net computer. You will never have to ship a computer off to have it worked on. Also, the computers we sell are our top priority in the service department allowing for turn-around times that are outstanding.
- Since we build machines with upgrades in mind, we don't sell you a computer that is going to be obsolete in a year. We have found that the life expectancy of a new computer bought today is three years – this is the industry standard. That's not to say that they only last three years; rather, to keep up with all the new innovations in hardware and software, a new system will have to be purchased every three years. All the computers that we build have memory, hard drives and processors that are very upgradeable.

If you have questions, please call (815) 899-4600 x3007. Be sure to mention the special discount. Store hours: Monday - Friday, 9 a.m. - 6 p.m., Saturday, Noon - 4 p.m.

Once you have your finalized quote from TBC, take it to the Business Office to begin the purchasing process.