

## FORM A

(To be completed by the employee and returned to the City Manager)

**TO: BLAINE M. COX, CITY MANAGER**

**FROM:** \_\_\_\_\_  
(name, department & title)

**SUBJECT: REQUEST TO PARTICIPATE IN EMPLOYEE COMPUTER  
LEASE/PURCHASE PROGRAM**

I have read and understand the terms and conditions of the "Employee Computer Lease/Purchase Agreement" and I wish to be considered for participation in the plan. I request the City reimburse me after I have made the purchase and submitted an itemized vendor's receipt. I understand that this request must be approved by the City and that I must complete a lease purchase agreement before I purchase the equipment. I understand that my request will be evaluated based upon my application to purchase equipment meeting or exceeding minimum recommended specifications system requirements which are subject to change based on the latest hardware technologies. I understand that only brand name, new equipment which must include an industry standard manufacturer's warranty will be considered for this program.

Attached is a quote which describes the equipment intended to be acquired through this program.

The estimated cost of the equipment to be acquired: \$\_\_\_\_\_ (not to exceed \$2,000)

Please provide a brief narrative explaining how participation in this program may enhance your computer literacy skills and assist you in your work activities with the City of Rochester.

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I have \_\_\_\_\_ have not \_\_\_\_\_ (check one) previously purchased equipment under this program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

I have reviewed and recommend this request:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor or Department Head and Title

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager or designee

## FORM B

(To be completed upon approval to participate in program)

### EMPLOYEE COMPUTER LEASE/PURCHASE AGREEMENT

I, \_\_\_\_\_, a non-probationary, regular full or part-time employee of the City of Rochester, hereby acknowledge requesting participation in the City of Rochester's Employee Computer Lease/Purchase program and I agree to be bound by the terms and conditions of the program as described herein. I hereby agree to lease computer equipment from the City in an amount not to exceed **\$2,000.00**.

**This section to be calculated and completed following verification of actual purchase**

I further agree to make lease payments to the City of Rochester based on the actual purchase price of \$ \_\_\_\_ In the following manner:

An initial lease payment of \$ \_\_\_\_\_ (equal to 10% of the actual purchase price or approved lease amount, whichever is less) and subsequent payroll deductions for \_\_\_\_\_ pay periods (not to exceed 40 pay periods) in the amount of \$ \_\_\_\_\_ for a total of \$ \_\_\_\_\_. (The final payment may be adjusted for payments to equal the total lease amount.)

**Employee Initials: X**

Upon acquiring the equipment approved for lease, I agree to provide satisfactory evidence of such acquisition to the City of Rochester which must include a detailed receipt or invoice listing the equipment type, major components and identifying model/serial numbers. Such documentation shall be required prior to any reimbursement for equipment purchases made as part of this lease/purchase program.

Should I terminate my employment with the City of Rochester prior to the completion of my repayment obligation, I understand the remaining balance will be deducted from my final paycheck. If my final paycheck is not large enough to pay the remaining balance, this amount shall become a debt to the City which must be paid immediately. At the completion of these payments, I will acquire title to the equipment under lease. I understand I have the responsibility for installation, setup, servicing, and maintenance of this equipment, and I will keep the equipment in good working condition for the term of the lease.

I further understand that the use of any funds provided through this lease/purchase program for anything other than their intended purpose may result in disciplinary action and/or criminal prosecution.

Payroll Information:

Employee Number: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

First pay period to begin deduction: \_\_\_\_\_

\_\_\_\_\_  
Print Employee Name

Approved: Accounting Office \_\_\_\_\_

\_\_\_\_\_  
Date

## **FORM C**

(To be completed at completion of Agreement)

### ***EMPLOYEE COMPUTER LEASE PROGRAM***

#### ***TITLE OF OWNERSHIP***

As a participant in the City of Rochester's Employee Computer Lease/Purchase program, I hereby acknowledge that my right to acquire the title to the equipment under lease is conditioned on my complete performance of all the terms and provisions stipulated in Form B.

Having completed the lease payments per the City's Computer Lease/Purchase program, *Title of Ownership* of the equipment previously identified on Form B is hereby transferred.

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Date

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Employee Signature

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Date

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City Manager or Designee

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Date

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Payroll Department Signature