**McLennan Community College**

**2023 Employee Computer Purchase Order Form**

I authorize McLennan Community College to proceed with the order of a computer. I agree to pay the sales prices plus tax and make payment to the College in the manner indicated below. I understand and agree that, if my employment ends before the full payment has been made, the balance will be deducted from my final check. I further agree that if my final check is not enough to pay the balance, I will be responsible for making the final payment. No payroll deduct orders will be accepted after **4 p.m. October 27, 2023**.

**Print and Sign this Purchase Order Form and take it along with your purchase confirmation email from Holly Hamilton to the Business Office,**

**ADM 1st floor to finalize your purchase.**

**Please indicate method of payment:**

 Cash or Check to Business Office

 MasterCard/Visa through Business Office (2.20% fee added)

 Discover Card through Business Office (2.00% fee added)

 American Express Card through Business Office (2.01% fee added)

PAYROLL DEDUCT – for full time benefit eligible employees through August 2024.

 **Nine (9)** monthly deductions starting **December** payroll.

 **Eighteen (18)** Bi-weekly deductions starting **December 1st**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  |  |  |
| **Print** First and Last Name | | |  |  | Employee ID # |  |
|  | | |  |  |  |  |
| Signature | | |  |  | Date |  |
| **For Business Office Use** | |
| **Pre Tax Total** |  |
| **8.25% Tax** |  |
| **Credit Card Fee** |  |
| **Combined Order Total** |  |