

GCCCD

District Services

QUICK REFERENCE

Employee Computer Lottery Program

General Information

Equipment/Software Purchase programs were established for certain employee groups to provide opportunity for unit members to purchase equipment and software. Eligible employees are allowed to spend up to \$2,000 to purchase a computer or software available on the existing District awarded bid for desktop workstations, as well as the educational pricing offered to the District by both Dell and Apple. The program provides funds for the purchase of items/software with an agreement that the employee will repay the District monthly. There is no commitment from the District for technical or warranty support.

Availability

Initially funds were established by the district as an employee benefit by unit.

As funds are repaid, the net balances are available for use.

Keycodes are per unit as follows:

CSEA	1215214
Supervisors	1215234
Confidential Assistants	1215244

Object codes are determined based on type of specific purchase.

Union or Bargaining Group

- Monitor the budget balance
- Run the lottery and notify employees
- Maintain the lottery list.
- Gather orders as funds are available.
- Enter requisition using either the District awarded bid for desktop workstations or educational pricing offered to the District by both Dell and Apple.

Purchasing & Contracts

- Route requisitions for approval and order items.
- Draft the loan agreement based on the purchase value of the items after the District has paid the invoice to the vendor.
 - Loan Agreement stipulates the total amount due and the monthly payment.
 - A voided check from the employee and authorization of electronic payment is attached to the agreement.
- Notify Warehouse when signed contract is received.
- Send copy of contract to District Business.

Warehouse

- Once purchasing has notified warehouse that they have received the signed contract, and the merchandise is received, notify the employee that the items are ready for pick-up.
- The equipment is not included on districts fixed assets (and is shown as a reconciling item at year end) as the employee maintains title.

Employee

- Make payments via ACH once the item is received, confirmed and paid.
- Notify District Business if they leave the District prior to complete lottery repayment
 - Make arrangements to satisfy the balance in full.

District Business

- Send an e-mail to the employee to notify the start of ACH withdrawals.
- Process ACH withdraws on the same day as Payroll processing.
- Process a Journal Voucher form to SDCOE, with copy to Accounting (re county approval and processing of payment).
- Maintain spreadsheet by unit showing each employee's deductions and balances.
- Coordinate employee's payment when there are insufficient funds in employee bank account.
- Monthly: post transactions and reconcile IFAS to spreadsheet balances per employee, per unit.
- Year End: roll forward balances to fund new fiscal year
- Upon completion of payments, discontinue ACH and notify employee that the contract is now complete.

Accounting

- Reconcile the cash transactions at the bank to IFAS monthly.