



COMPUTER & HOME PHYSICAL FITNESS/ WELLNESS EQUIPMENT FY 2020/21 PURCHASE LOAN PROGRAM

Employee Eligibility

All regular full-time and regular part-time employees who have successfully completed their probationary period are eligible to participate in the loan programs. Employees currently reimbursing the Village via payroll deductions for a computer or physical fitness equipment loan are ineligible to receive a Fiscal Year 2020/21 computer or physical fitness equipment loan until the initial applicable loan is paid back in full. If you have questions regarding your payroll deduction schedule, please contact Rose Dalke (x5634).

Eligible Computer Purchases

- ❖ Computer (desk top, lap tops, netbooks, tablets), monitors, printers, scanners, cables, and modems.
- ❖ Personal Digital Assistants (PDAs).
- ❖ Computer upgrades including processor replacement, new/additional hard drives, CD/DVD Drives/Burners, hub adaptors, and memory expansion.
- ❖ Set-Up & Installation

Excluded Computer Purchases

- ❖ Computer software: except Microsoft Office Suite and system protections software, (e.g. anti-virus, and anti-spyware, etc.).
- ❖ Computer Supplies & Furniture (e.g. Laptop Bags, Flash Drives, CD's, Printer Ink, Monitor Wipes, etc.).
- ❖ Extended warranties and service plans
- ❖ Web Cams, Projectors
- ❖ Smartphones and MP3 Players.

Eligible Physical Fitness & Wellness Equipment

- ❖ Weights, weight benches
- ❖ Exercise Equipment (bikes, treadmills, steppers, rowing machines, "Nordic trac" and "soloflex" type equipment, etc.)
- ❖ High performance blenders/juicers
- ❖ Health/exercise monitoring devices (i.e. pedometers, heart rate monitors, etc.).

Excluded Physical Fitness & Wellness Equipment

- ❖ Sports equipment (shoes, golf clubs, bats, bowling balls, etc.
- ❖ Sports or Exercise Club or Class Memberships or Fees.
- ❖ Weight loss programs, drugs, dietary food, DVDs and books.

Minimum/Maximum Loan(s)

The Minimum and Maximum reimbursement for the Computer Purchases Loan and for the Physical Fitness & Wellness Equipment Loan is \$100 to \$1,500 per employee.

Eligible employees can participate in one or both loan programs, and select any time period of up to three (3) years to pay back each loan. Pay-back will be evenly divided into each payroll period as a deduction. If an employee terminates employment before the loan is paid back, payment of the remaining balance is required at that time to avoid collection action by the Village.

Application Process

If you are interested in participating in one or both loan programs, please complete the attached application(s) and submit to Barb Weber by 4:30 P.M., Friday, September 4, 2020. A lottery will be conducted if the total amount of requests exceeds total loan funds available. All eligible applicants will be notified of the date, time, and location of such lottery.

All participants will be required to make their purchases within sixty days of notification but not earlier than the date of this letter. After purchase, a copy of the detailed receipt should be submitted to Jennifer Sassano. If approved, a check will be issued to the applicant as a reimbursement, on the Directive to Pay, not as Cash Payments.

Questions

Contact Barb Weber with questions at (x5613) or weberb@vil.bloomingtondale.il.us.

PERSONAL COMPUTER PURCHASE - LOAN APPLICATION

Employee Name: _____

Department: _____

Date Hired: _____

Item(s) to be purchased:

_____ Computer Make & Model _____

_____ Monitor

_____ Printer

_____ Modem

_____ Computer Software _____

_____ Cables

Amount Applied for: \$ _____ (max = \$1,500)

Payback period: _____ years (max = 3)

Agreement:

I hereby certify and agree that my employer is to deduct an equal amount over the above-stated term, each payroll period, in order to pay off the above loan amount. There shall be no interest or other charges associated with this loan. I agree to pay off the loan in full if I leave the employ of the Village; if not otherwise paid.

(Signature of Employee)

FOR OFFICE USE

_____ Employee Eligible

_____ Purchase Eligible

___/___/___ Date Application Received

FITNESS & WELLNESS EQUIPMENT - LOAN APPLICATION

Employee Name: _____

Department: _____

Date Hired: _____

Item(s) to be purchased:

_____ Weights	_____ Treadmill
_____ Weight bench	_____ High Performance Blender/Juicer
_____ Exercise bike	_____ Health/Exercise Monitoring Device
_____ Rowing equipment	_____ Other (please signify)
_____ "Solo flex"	

Amount Applied for: \$ _____ (max = \$1,500)

Payback period: _____ years (max = 3)

Agreement: I hereby certify and agree that my employer is to deduct an equal amount over the above-stated term, each payroll period, in order to pay off the above loan amount. There shall be no interest or other charges associated with this loan. I agree to pay off the loan in full if I leave the employ of the Village; if not otherwise paid.

(Signature of Employee)

FOR OFFICE USE ONLY

_____ Employee Eligible

_____ Purchase Eligible

____/____/____ Date Application Received