



*Division of Fiscal Services*  
Telephone (619) 691-5550  
Fax (619) 425-3394

May 1, 2013

## MEMORANDUM DELL COMPUTERS

**TO:** Sweetwater Union High School District  
Permanent Employees

**FROM:** Denise Loader  
(619) 691-5552

**RE: EMPLOYEE PERSONAL PURCHASE FOR A DELL COMPUTER(S)**

*The Sweetwater Union School District and DELL will continue to offer an opportunity for Permanent Employees to purchase a **DELL** Desktop or Laptop Computer with No Finance Charges and No Credit Check and Special Pricing with an Automatic Monthly Payroll Deduction.*

**Orders will ONLY be placed One-time a year.**

Orders must be placed by June 12, 2013. Under NO circumstances will orders be accepted after June 12, 2013. The payroll deduction(s) agreement must be signed and into the Fiscal Services office no later than June 17, 2013.

All information is located on the District Website for your convenience.

***If your employment with the district is terminated by Sweetwater for cause or by voluntary resignation, the remaining balance shall become due and will be deducted from your final monthly warrant. If for some reason you enter into legal action with regard to the purchase of a computer, you shall be responsible for any legal fees.***

It is important to understand that you are purchasing this computer(s) from DELL Marketing, L.P. and NOT the district. If you should need service or repairs for your computer you must contact DELL Support just as if you purchased it directly from DELL. **Please DO NOT contact the district's Information Technology Department.**

**The district bears no responsibility for this purchase.**

Now that you are ready to make your purchase you must log onto the DELL website and follow the instructions to reach a DELL Team Manager. Please keep in mind that you may only order a total of 2 computers and related peripherals per year. **You may not purchase televisions, game consoles, cameras, etc.**

- [www.dell.com/epp/sweetwaterhsd](http://www.dell.com/epp/sweetwaterhsd)
- (800) 695 - 8133 & follow options

***It is important that you follow the instructions carefully as the website will allow you to make a purchase either by Personal Credit Card or Automatic Payroll Deduction. If you wish to take advantage of our Automatic Payroll Deduction, but choose Personal Credit Card in error, the district will be unable to make any changes and the entire purchase will be placed on your credit card.***

The Dell Team will then review the ordering process with you. Once your order is complete you must request that they send an **email quote** to the **Sweetwater District**. DELL will then email you and the district office with your Dell quote number. Once received from DELL, you will then receive an email from [Denise Loader](#) or a district staff member regarding your DELL purchase. You must bring your Voluntary Payroll Deduction Agreement to Fiscal Services which will allow the district to make monthly automatic payroll deductions.

DELL Marketing **MUST** ship directly to your home address, **Dell will not deliver to the DISTRICT OFFICE or SCHOOL LOCATIONS for personal computer purchases.**

*Congratulations on your **DELL COMPUTER** Purchase!*



**Division Fiscal Services**  
 1130 FIFTH AVENUE, CHULA VISTA, CALIFORNIA 91911  
 PHONE (619) 691-5552 FAX (619) 425-3394

**VOLUNTARY PAYROLL DEDUCTION AGREEMENT**

THIS VOLUNTARY PAYROLL DEDUCTION AGREEMENT, dated \_\_\_\_\_, 2013/2014, hereinafter referred to as the "Agreement", is by and between \_\_\_\_\_, hereinafter referred to as the "Employee", and the Sweetwater Union High School District, hereinafter referred to as the "District."

This "Agreement" is entered into by the "Employee" and the "District" for an automatic payroll deduction for the purchase of a computer(s) from **DELL** Marketing L.P. The "Employee" agrees to pay the total cost of the purchase in 12 equal installments or by June 30th, of that fiscal year, whichever comes first.

If the "Employee's" employment with the "District" is terminated by the "District" for cause or by voluntary resignation, the remaining balance shall become due immediately and will be deducted from the "Employee's" final monthly warrant.

The "Employee" is purchasing this (these) computer(s) from **DELL** Marketing, L.P. and not from the "District." Repairs or service will NOT be provided by the "District."

If the "Employee" should enter into any legal action with regard to the purchase of the computer(s), the "Employee" shall be responsible for any and all legal fees.

The "District" bears no responsibility for the purchase, warranties, or delivery of the DELL computer(s).

*IN WITNESS THEREOF, the parties have executed this Agreement at 1130 Fifth Avenue, Chula Vista, CA 91911, this \_\_\_\_\_ day of \_\_\_\_\_, 2013/2014*

EMPLOYER:

SWEETWATER UNION HIGH SCHOOL DISTRICT

**EMPLOYEE:**

\_\_\_\_\_  
Signature

**EMPLOYEE:**

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

Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
SS #

\_\_\_\_\_  
Site

\_\_\_\_\_  
Months