Presidential Initiative
Faculty Laptop Program Guidelines

Initiative: Provide financial support for faculty members toward the purchase of a personal laptop for additional computing power in support of their work in the classroom, library, in the lab and at home. Hunter College will provide $550 towards the purchase of a personal laptop. This equipment will be owned by faculty, not Hunter College, to be used as they deem appropriate.

Financial:
1. Eligible reimbursement of up to $550 will be provided toward the one-time purchase of a laptop computer (see “Eligibility” below);
2. All costs and liabilities associated with maintaining, upgrading and/or repairing the equipment shall be borne by the recipient;
3. The College reimbursement amount is considered by the IRS to be taxable income reportable by the recipient.

Eligibility:
1. All active full time faculty on payroll as of April 1, 2015 or later;
2. Reimbursement shall be provided for the one-time purchase of a laptop computer regardless of manufacturer, make or model.

Process:
1. Subsequent to the purchase of a laptop, faculty must
   a. Fill out the attached form;
   b. Attach proof of purchase documentation (note: proof of purchase shall constitute a copy of an invoice / paid receipt), and;
   c. Submit the form and proof of purchase documentation to the Office of the Provost for processing of reimbursement.
2. Faculty can arrange to have their reimbursement check picked up or mailed to their home.
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Reimbursement Form

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**Required information for Reimbursement**

1) Assigned Department: ____________________________________________________________

2) First name: ______________________ Last name __________________________

3) Phone # __________________________ Hunter Email Address: ___________________

4) Address _______________________________________________________________________

5) City/County _______________________ State _______ ___ Zip code___________

6) Method of Delivery for Reimbursement (Check one)
   a. Pick-up: □
   b. Mail to my address □

7) Attach a copy of Invoice / Payment receipt to this form
8) Sign and date:
   Signature: __________________________________________________________
   Date: ____________________________