

## Policy for Making Computer Purchases

Effective 6.1.2020

If someone needs to buy a computer, there are four ways to accomplish this. In order of preference:

1. Students can buy a computer from a school using a check payable to the school. Proof of purchase in the form of a receipt is required.
2. Savers can buy a computer from any retailer using their personal credit card and request reimbursement using a check payable to the credit card company. Proof of purchase from the retailer is required up front and a credit card statement showing the reimbursement applied to the account is required after.
3. Savers can buy a computer from any retailer using their personal debit card and request reimbursement using a check payable to them. Proof of purchase from the retailer is required up front and a bank statement showing the reimbursement applied to the account is required after.
4. If cash availability or credit are a barrier, savers can provide details about their planned purchase and receive authorized payment in advance. This will be in the form of a check payable to the saver. They will need to provide proof of receipt from the retailer for the purchase and it must match the amount requested. Any amounts not spent (due to price changes or coupons, etc.) must be equally distributed back to the IDA account and to CASA for the match. No additional purchases will be allowed until this has been verified.