Virginia Tech Services, Inc. Technology Purchasing Program  
For Virginia Tech Employees  
Criteria for Eligibility and Payroll Deduction Program Terms  
University Bookstore – On Campus & Hokie Centric – On Campus

Virginia Tech Services, Inc. in partnership with Virginia Tech offers eligible faculty and staff, a Payroll Deduction program to assist them in purchasing technology products (computers, printers, accessories, extended warranty, etc.) from the University Bookstore – on campus, and Hokie Centric – on campus. This interest-free pilot program will provide qualified employees of Virginia Tech the option to spread out payments over a specified number of pay periods. All payments will be deducted automatically from the participating employee’s paycheck.

**Criteria for Eligibility**

The following conditions must be met for a purchase to be eligible for the University Bookstore Payroll Deduction Program.

1. Purchaser must be a full time or part time salaried Virginia Tech employee in good standing with Virginia Tech. The following employee classifications are not considered eligible: Adjunct Faculty, Student Workers, Work Study Students, Contractors, and Hourly Employees.

2. The total purchase amount to be deducted from payroll, including all purchases, must be between $500.00 and $2,500.00. Only new in the box merchandise will be eligible for this program. No more than one open transaction is allowed at a time. A current payroll deduction must be paid in full before a subsequent payroll deduction may be permitted to begin.

3. A 10% down payment will be required at the time of purchase.

4. The payroll deduction plan for purchases of $500.00 to $1,250.00 may not extend beyond a period of twelve (12) pay periods or six (6) months per transaction. Purchases greater than $1,250.00 to $2,500.00 may not extend beyond a period of twenty-four (24) pay periods or one (1) year per transaction.

5. There are NO RETURNS OR EXCHANGES on products purchased via payroll deduction.

6. Product eligibility and individual participation in the Payroll Deduction program is subject to review by Virginia Tech Services, Inc. and may be declined for any reason.

**Payroll Deduction Program Terms**

1. Virginia Tech Services, Inc. will have the employee complete the Payroll Deduction Form and use the information provided to contact Human Resources for verification of employment. The Virginia Tech Services, Inc. Accounting Department will create a customer account. This process may take up to 3 days or longer depending on the availability of Human Resources during scheduled workdays. A copy of the fully executed deduction form will be sent to Virginia Tech HR for processing.

2. Payroll deduction payments will begin on the first pay period after the date of purchase, and will continue until the purchase is paid in full. Payments may not be skipped, reduced, or delayed for any reason.

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3. Equal payment amounts will be deducted from each paycheck (the final payment might vary). The amount deducted will be remitted to Virginia Tech Services, Inc. via ACH along with a secured detail file outlining the amounts to credit for each individual.

4. The remaining purchase balance can be paid off in FULL at any time by visiting the University Bookstore at 115 Kent Street, Blacksburg, VA 24061-0407. The University Bookstore will not accept a personal check for the balance payment. If this occurs, Virginia Tech Services, Inc. will contact the Virginia Tech HR to stop the deduction. Stopping the deduction will depend on where payroll is in process, any amounts over withheld will be refunded by Virginia Tech Services, Inc. any amounts under withheld will be collected by Virginia Tech Services, Inc.

5. If for some reason a deduction cannot be withheld from a paycheck, due to leave without pay or any situation, Virginia Tech Services, Inc. will notify the employee of the need to change the amount being deducted or extend the duration and notify Virginia Tech HR or the employee may be required to make full payment directly to Virginia Tech Services, Inc. within 30 days.

6. Termination of employment from Virginia Tech does not change or remove an employee’s obligation to pay the balance due to Virginia Tech or Virginia Tech Services, Inc. as a result of a Virginia Tech Services, Inc. purchase. If an individual is no longer employed by Virginia Tech any REMAINING AMOUNT DUE (plus fees, etc. as appropriate) will be due and payable immediately to Virginia Tech Services, Inc.

7. Enrollment in the Virginia Tech Services, Inc. Payroll Deduction Program in no way alters or lessens the purchase price of any products, and the purchase will remain an open transaction until the purchase amount is paid in full.

8. If a balance remains unpaid when due, Virginia Tech Services, Inc. and Virginia Tech may utilize collections procedures to obtain the amount due. This may include referral to the Virginia Tech Police, Commonwealth of Virginia’s Office of Attorney General, or a private debt collection agency.

Your Estimated Payroll Deduction:

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<thead>
<tr>
<th>Purchase Price</th>
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<tbody>
<tr>
<td>Tax</td>
<td>$</td>
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<tr>
<td>Total Purchase</td>
<td>$</td>
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<tr>
<td>Down Payment</td>
<td>$</td>
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<tr>
<td>Total Amount To Be Paid</td>
<td>$</td>
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<tr>
<td>Number Of Deductions</td>
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<tr>
<td>Amount Per Deduction</td>
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