



**EDUCATIONAL DISCOUNT COMPUTER PRICING PROGRAM**

**Instructions:** As a full-time or part-time employee of King's College you can purchase a computer through the College Educational Discount Program. Please contact the IITS department to make arrangements for your computer to be ordered.

**Credit Card Payments:** If you choose to pay for this item by credit card, please print this form and take it to the Managing Director of User Services along with your credit card when ordering. Your credit card will be charged directly at the time the computer is ordered.

**Payments by Cash or Check:** If you choose to pay by cash or check then you will need to print this form and take it with you when you accept delivery of your equipment. The Managing Director of User Services will sign the form and indicate the amount you will be required to pay in full by cash or check to the Business Office on the day of delivery. Once you accept delivery of the equipment, please proceed to the Business Office and present the form to a cashier who will accept your full payment by cash or check.

Employee Name (Please Print): \_\_\_\_\_

As an employee of King's College I am purchasing a computer through the King's College Educational Discount Pricing Program. I understand that I must make payment in full by credit card at the time I place my order or by cash or check on the day I accept custody of my computer and any accessories.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**User Services Use Only:**

Managing Director of User Services: \_\_\_\_\_ Date: \_\_\_\_\_

Total Amount of Purchase: \$ \_\_\_\_\_

Credit Card (Credit card will be billed at the time the order is placed)

**Business Office Use Only:**

Cashier Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Check

Cash