

# EdTech



Supporting multiple learning modalities for using technology and distance learning as a tool in your classroom, school, district, and life.

## Employee buy-out program

- 1) Obtain permission from your supervisor to proceed.
- 2) Send an email to [edtech@bssd.org](mailto:edtech@bssd.org) with the device model (iPad, Macbook Pro, etc...) and the serial number of the device, with the subject "Employee Buy-out".
- 3) Fill out this form and obtain your admin's signature.
- 4) Mail this form and a check made out to: "Bering Strait School District" to EdTech in the District Office.
- 5) **Signed forms with checks** must be received by **May 1, 2018**, to allow for inventory adjustments and replacement purchases.

The program assumes that the usable life span of an Apple computer or iPad is **four years**. The buy-out would deduct 20% per year of the purchase cost, with the minimum cost of the buy-out being 20% of the purchase cost.

Date of Request: \_\_\_\_\_

Device Model: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Site: \_\_\_\_\_

**Date Purchased:** \_\_\_\_\_

Admin: \_\_\_\_\_

**Replacement Cost:** \_\_\_\_\_

EdTech: \_\_\_\_\_

**Buy-out Cost:** \_\_\_\_\_

*(Name of person assisting with costs)*

*(Items in bold provided by EdTech)*

**Employee:** I certify that all student and protected information has been removed from the device prior to leaving the district. Furthermore, I certify that I have removed any software that has been purchased by the school or the district (assistance may be obtained from EdTech or your Tech Liaison).

**Principal/Director:** I certify that any school or district data has been provided to myself or the appropriate departments. Furthermore, I am providing the budget code to deposit the buy-out money in.

Code: \_\_\_\_\_.

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

Date: \_\_\_\_\_

Admin Signature: \_\_\_\_\_

Date: \_\_\_\_\_

EdTech Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Business Office Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deadline of **May 1, 2018** to have the form and check for employee purchases in Unalakleet  
 Mail Checks to: BSSD/Attn: EdTech PO Box 225 Unalakleet, Alaska 99684