Dell Computer / Clark College Foundation
Employee Computer Loan

First obtain your loan approval from the Clark College Foundation before proceeding with purchasing a Dell computer. To find the qualifications and instructions for the loan process, log on to the Clark College Intranet at http://intranet.clark.edu/ and click on tools, then click on forms. Scroll down to Foundation and click on computer loan information or computer loan application to print the instructions and application. Once you have obtained a loan approval letter, do not delay ordering your computer. The purchase period for the loan is just 30 days before it expires.

You have two options to purchase a Dell computer.

1) You may purchase a computer directly from Dell using your personal credit card and request reimbursement from the Clark College Foundation. To do this, log on to www.dell.com/eppbuy, Enter Member ID: KS32890844. Configure a computer and build your cart. After completing your purchase transaction, submit a copy of your receipt to the Clark College Foundation. A check will be issued to you for reimbursement and your pay roll deduction plan will be established.

-OR-

2) To avoid the prepay/reimbursement step, you may process your Dell computer order through the Bookstore for Direct Payroll Deduction.

Note: Dell charges the computer, plus shipping, plus tax to the bookstore, this is the cost. A 5% processing fee plus WA State Sale Tax (8.2%) will be added to the total dell cost at purchase in the store. Allow a minimum of 5 business days from the time you submit your online quote request for: approval, order processing and in store purchase signature. These steps must be complete within the 30 day expiration of your loan.

To proceed:
Fax, email, or deliver a copy of your Loan Approval Letter to Bookstore.
ATTN: Adam Davidson, Fax# 360-992-2862 or amdavidson@clark.edu
After the Bookstore has confirmed receipt of your loan approval letter, log on to www.dell.com/eppbuy, Enter MEMBER ID: KS32890844. This site provides access to academic pricing not found on the Dell Home Sales retail website.

Build your personal computer quote

1. Go to www.dell.com/eppbuy and Enter MEMBER ID: KS32890844
2. Begin your cart; configure your computer and select equipment approved for purchase as outlined by the loan instructions.
3. Click on Confirm and Add all items to cart
Review the order then Click on Proceed to Checkout

- Click on **Email Cart** on the Cart Summary Page. If you have not already registered your own personal account with Dell, you will need to create an account before you can email or save the cart. Request that your Quote be sent by email to your email address and to your school’s authorized purchaser Adam Davidson at amdavidson@clark.edu. Include your name, email address, phone number, and the words “Payroll Deduction” in the personal message field of the email.

The bookstore will approve the quote and complete the order request process to Dell. Upon receipt of the Order Confirmation from Dell, the Bookstore will notify you to return and sign for the final sales transaction that will be sent to the Foundation. Once the Foundation has received your paperwork they will notify you to return to the Foundation to sign the final payroll deduction contract and you will be given a check to bring to the Bookstore. When your order has arrived at the Bookstore and is ready for pickup you can sign for receipt of your computer and turn your check into the Bookstore.

Equipment purchased with a Foundation loan is your personal property and you are responsible for installation, repair, and warranties with Dell. The bookstore will not be liable for delivery delays due to severe weather, natural disasters, and/or other circumstances beyond its control. **Note:** Do NOT enter a credit card number on the Dell website if you are purchasing through the Bookstore or it will be charged to your personal account. **Personal Credit Card Purchases will NOT be processed through the Bookstore.**

Questions on the Dell ordering process can be directed to Adam Davidson at ext. #2942 or amdavidson@clark.edu.