



## **CSUF Employee Deferred Payment Program Policy**

### **Purpose**

The purpose of the Employee Deferred Payment Program is to provide CSUF Faculty and Staff members (“Employee”) to obtain computer hardware, software, and related technology items (“Computer”) through the CSU Fullerton Auxiliary Services Corporation at Titan Shops.

### **Eligibility**

All current full-time employees of CSU Fullerton.

### **Procedure**

Employee selects Computer from Titan Shops.

Employee agrees to and signs the Deferred Payment Program agreement and provides valid banking information (ABA and account numbers) and a voided check.

Employee pays a \$35 set up fee.

ASC will initiate monthly Automatic Clearing House (ACH) debit transactions for monthly payment.

### **Program Guidelines**

The deferred payment purchase(s) cannot exceed \$2,500.

No interest is charged during the deferment period.

Repayment will be divided into 12 equal payments.

ACH transactions will be initiated by the 5<sup>th</sup> of each calendar month.

Declined ACH transactions will result in outstanding balance being invoiced in full, Net 10.

Additional deferred purchase(s) cannot be made until original purchase(s) are paid in full.

### **Agreement**

*I (we) hereby authorize CSU Fullerton Auxiliary Services Corporation, hereinafter called CSUF ASC, to initiate debit entries to my (our) checking account indicated below and the depository institution named below, hereinafter called DEPOSITORY, to debit the same account for the sole purpose of repayment of merchandise purchased under the CSUF ASC Deferred Payment Program.*

*I (we) understand and agree that repayment of deferred purchase(s) will be divided equally and interest free over a 12 month period, not later than the 5<sup>th</sup> day of each calendar month.*

*I (we) understand and agree that declined payments will result in the outstanding deferred payment balance being invoiced in full at Net 10 terms.*