



The College of the Desert Laptop Plan allows faculty and staff to purchase a laptop or Chromebook from the COD Bookstore and have the cost deducted from their monthly payroll in three monthly installments. After an employee enters into an agreement to authorize Payroll Deductions, the amount is due and payable to the District.

Once the authorization form is received, the COD Bookstore will ship your new device within two (2) weeks.

Staff Information

All fields are required. Example responses are provided in parenthesis (example).

Full Name: Galaxy ID Number:
(0999999)
Position Title: Department:

Shipping Address

Number and Street: City:
(43500 Monterey Ave) (Cathedral City)
State (CA): Zip Code (92260):

Laptop Options Please select one of the following device options:

\$322.17 – Payable in three consecutive monthly installments of \$107.39
14-inch non-touch laptop with the following features: Intel Celeron CPU, 4GB memory, 32GB eMMC storage, and Chrome operating system.

\$537.67 – Payable in three consecutive monthly installments of \$179.22
HP laptop - 15.6-inch HP Standard touch screen laptop with the following features: i3 CPU, 8GB memory, 256GB SSD storage, and Windows 10 operating system.

Payroll Deduction Authorization and Acknowledgement

By signing below, I authorize College of the Desert to deduct the installment amounts listed above for the selected laptop, beginning with the next monthly payroll. I also agree that if I terminate employment before total repayment of this agreement, I authorize College of the Desert to deduct any unpaid amount from any wages or salary owed to me at the time of separation from the District. I also acknowledge there is a 14-day window to return an unopened device; after that, the purchase is non-refundable. There is a one (1) year manufacturer's warranty on the laptop and no warranty provided by COD.

Submitting the Form

Please submit the form to CODComputerPlan@collegeofthedesert.edu from your College of the Desert email. For security reasons, forms from any other email address will be denied.

Employee Signature: Date:
(sign or type to sign) (mm/dd/yyyy)