

# MEA Equipment Guidelines

The equipment guidelines for MEA employees are as follows:

- Employees cannot purchase equipment until their pre-approval request is approved online by MEA.
- There is a \$1000 limit applied to all equipment requests.
- There is a single device limit per manager per fiscal year.
- First time participants in the Equipment Program will be given priority for approval.
- MEA will then process member requests for equipment not previously purchased (e.g. phone if prior purchase was laptop).
- Finally, requests for replacements for equipment previously purchased will be processed assuming funds are still available.
- There are two categories of equipment to choose from
  - A) Laptop/iPad/Tablet or B) Phone
- Laptops and tablets are considered the same kind of equipment.
- Accessories, warranties, desktop computers, and printers, are not covered by the MEA Equipment Fund
- There is a 60 day deadline once you have been approved by MEA to make the purchase and submit the proof of payment documentation.