

University Bookstore - Tech Cyte  
Iowa State University Memorial Union  
2229 Lincoln Way  
Ames, IA 50011

Phone: 515-294-8357  
Fax: 515-294-3702  
E-mail: techcyte@iastate.edu

## Personal Purchase Agreement

### Verification of Eligibility:

I certify that I meet one of the eligibility requirements below (**check one only**):

- \_\_\_\_\_ I am a student who is enrolled in a course of study leading to a degree or certificate from ISU.
- \_\_\_\_\_ I am an entering student who has been accepted to ISU, and I have responded by stating my intent to enroll at ISU.
- \_\_\_\_\_ I am a faculty member or a staff member who is directly associated with ISU's academic mission and am not employed on a temporary basis, employed as a contractor, or acting as a consultant on behalf of ISU.
- \_\_\_\_\_ I am Emeritus faculty.

### Restocking Fee:

In placing an order for a computer system from Tech Cyte, I understand that I may be charged a restocking fee of 10% of the cost of the system if:

- I cancel my order three or more business days after the order is placed.
- I cancel my 'build-to-order' system after it ships from Vendor.
- I do not pick up my order within 15 business days of being notified (by daytime phone number and/or email) that my order has arrived unless prior arrangements have been made.

I will not be subject to restocking fees for products that are cancelled by the vendor or are otherwise undeliverable by Tech Cyte.

### By signing below, I certify that:

- **I am not purchasing the products for resale.** I understand that the products I am purchasing are through education reseller agreements and programs are for my own personal, educational, and/or research use.
- I understand that the request for my contact information and ISU Card number is for verification of eligibility to make this purchase; and that this information is not provided to persons outside of ISU, Tech Cyte, or the University Bookstore.

Name \_\_\_\_\_ ISU Net-ID \_\_\_\_\_@iastate.edu

Signature \_\_\_\_\_ Phone \_\_\_\_\_

OFFICE USE ONLY BELOW THIS LINE-----OFFICE USE ONLY BELOW THIS LINE-----OFFICE USE ONLY BELOW THIS LINE

Date \_\_\_\_\_ Order taken by \_\_\_\_\_

Quote # \_\_\_\_\_ P.O. # \_\_\_\_\_

Manuf. Part # \_\_\_\_\_ Contacted on \_\_\_\_\_ by \_\_\_\_\_

Notes \_\_\_\_\_