

<b>Legislator Information Technology Allowance</b>
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**A. Amount, Conditions, Qualifying Uses**

**Amount:** An eligible legislator is allowed up to \$1,000 during the 2011 and 2012 calendar years.

**Conditions:** A legislator is eligible to receive a technology allowance once every four years. The allowance is limited to the purchase of hardware or software to be used in the course of conducting legislative business.

**Tax Information:** Computer equipment is considered "listed property" under Internal Revenue Code § 280F. The part of the technology allowance that is attributable to personal usage of the computer equipment will be reported as taxable wages to the legislator. A copy of this claim will be returned to you for your records. Please consult your tax advisor.

**Qualifying purchases include:**

1. Laptop computer (minimum specifications listed in Section D)
2. Wireless card, and/or ethernet card for a laptop
3. Virus, malware, and/or firewall software
4. Office suite (i.e. Microsoft, Corel, Lotus, etc)
5. Constituent management software
6. ISP allowance for home use , up to \$150 for the biennium
7. Printer for home use, up to \$150 for the biennium
8. Hardware extended warranty

**B. To Apply for an Allowance** Legislator Printed Name: \_\_\_\_\_

List items and amounts which are claimed for reimbursement:

- |    |       |    |       |
|----|-------|----|-------|
| 1. | _____ | \$ | _____ |
| 2. | _____ | \$ | _____ |
| 3. | _____ | \$ | _____ |
| 4. | _____ | \$ | _____ |
| 5. | _____ | \$ | _____ |

I certify that I am entitled to \$ \_\_\_\_\_ total allowance for the items listed in accordance with the stated conditions. **Original receipts are attached.** \_\_\_\_\_

Legislator Signature

Date

**If receipts are not attached for a requested item, the following affidavit must be completed.**

**AFFIDAVIT**

I purchased item(s) listed as number(s) \_\_\_\_\_ in section B and have been using or plan to use the item(s) for legislative business during 2011 and 2012. I understand approval of reimbursement is subject to a determination of the reasonableness of amounts requested and I may be requested by IT staff to provide access to my laptop computer to verify items claimed.

\_\_\_\_\_  
Legislator Signature\_\_\_\_\_  
Date**C. Submit Application**

Submit the signed application to the Financial and Human Resource Office, Legislative Services Division, Room 154, State Capitol, PO Box 201706, Helena MT 59620-1706. Incomplete or unsigned applications will be returned.

**Information on this claim is subject to public disclosure.**

## **D. Minimum Purchase Requirements**

If you are purchasing a personal computer laptop, minimum requirements include:

1. Processor: Intel Core 2 Duo 2.0 GHz or higher is recommended
2. Memory: 2GB.
3. Operating System: Windows 7
4. Hard drive: Most configured systems have adequate Hard drive space.
5. Network capability: 100/1000mb Ethernet (RJ-45 connector)
6. Wireless network capability
7. Word processor (MS Word, WordPerfect, Open Office, etc)
8. Internet browser (Internet Explorer, Firefox, etc)
9. Internet antivirus software and firewall (Norton, McAfee, etc)

If you are purchasing an Apple laptop, minimum requirements include:

1. Processor: Intel Core 2 Duo 2.0 GHz or higher
2. Memory: 2GB or higher
3. Hard drive: Most configured systems have adequate hard drive space.
4. Network card: 100/1000mb Ethernet (RJ-45 connector)
5. Wireless network capability
6. Word processor (MS Word, Iwork, etc)
7. Internet Browser (Safari, Firefox, etc)

The minimum configuration is based on a determination that a legislator requires a word processor, an Internet browser, and e-mail to conduct legislative business. Legislators can purchase more than the minimum but will only be reimbursed up to \$1,000.

## **E. Wireless or High-Speed Internet Service Requirements**

For Calendar years 2010 and 2011, a laptop must meet the following requirements before it can be connected to the wireless or high-speed Internet services in the State Capitol:

1. Operating system: Windows Operating System, or Mac OS-X and the critical operating system patch-update service must be installed and operation.
2. An installed network interface card capable of running a minimum of 100mb and/or a wireless network interface card capable of running IEEE 802.11b/g.
3. An automatic antivirus protection service.
4. An operational firewall.