

Legislator Information Technology Allowance
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1. Amount, Conditions, Qualifying Uses

Amount: An eligible legislator is allowed up to \$1,000 during the 2015 and 2016 calendar years.

Conditions: A legislator is eligible to receive a technology allowance once every 4 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:

The laptop/tablet purchase 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 any combination of qualified devices, accessories, and software but will only be reimbursed up to \$1,000.

Laptop computers (Dell, HP, and MAC or other)
 Tablets (Apple iPad, Samsung Galaxy Tab, Motorola Xoom)
 Wireless card, and/or ethernet card for a laptop
 Virus, malware, and/or firewall software (Eset32, Symantec, McAfee)
 Office suite (Microsoft, Corel, Open Office)
 Constituent management software
 Internet Service Provider allowance for home use, up to \$150 for the biennium
 Printer for home use, up to \$100 for the biennium
 Hardware extended warranty

2. 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 2015 and 2016. 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

3. 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.

4. Minimum Purchase Requirements Recommendations

If you are considering purchasing a personal laptop most configurations will meet your needs as far as memory, disk space, processor speed, and network connectivity. When buying a pre configured laptop make sure the following software comes with the laptop; if not you will end up purchasing the software extra after the purchase.

Office suite for word processing Microsoft Office is the preferred software
Antivirus software

*Note: Most systems come configured with Microsoft Office and a antivirus software installed but they are only a trial version; once started you only have coverage for 30 days, or have limited capability. Make sure you ask to make sure they are full versions; if not you will have to purchase at a later date to use them.

If you are considering buying a tablet to use during session it is our recommendation to purchase tablets that are considered to be true tablets. Tablets such as iPad, Samsung Galaxy, and Motorola Xoom have full capabilities. eReaders such as Kindle Fire and Nook do not possess all the functionality to use as a true tablet.