



Computer Reimbursement Policy and Instructions

Dear Colleagues,

We understand that many of you purchased personal computers to enable you to telecommute during the COVID-19 threat prior to NYCHA-issued computers becoming available. As a one-time courtesy, NYCHA will reimburse full-time employees up to \$750.00 for personal computers purchased between March 13, 2020 and April 30, 2020. Other personal hardware, equipment, and other effects purchased for personal use, including wi-fi are not eligible for reimbursement.

To receive reimbursement all the following conditions must be met:

Personal computer must have been purchased between March 13, 2020 and April 30, 2020 .

Employee must complete and sign the NYCHA Employee Reimbursement Form and attach receipt of purchase.

Supervisor must sign the completed NYCHA Employee Reimbursement Form. In doing so, the supervisor confirms that a NYCHA-issued computer was not made available to the employee prior to the purchase.

For your reference, here are the NYCHA Employee Reimbursement Form (with the correct account/funding codes) and instructions for electronically signing a PDF form.

Completed forms and the accompanying receipt can be submitted to NYCHA Accounts Payable at [Invoice@nycha.nyc.gov](mailto:Invoice@nycha.nyc.gov).

Thank you,

Annika Lescott  
Chief Financial Officer