

PURCHASE OF PERSONAL COMPUTERS

Belief

The Division believes that a computer purchase plan will enhance the development of employee computer literacy skills by providing an employee computer purchase plan for the purchase of personal computers by any eligible Division employees on a payroll deduction plan.

Guidelines

1. Employees under a contract of employment are eligible for the Computer Purchase Plan.
2. The purchase of a personal computer on the Computer Purchase Plan is on a payroll deduction plan.
3. The terms of the payroll deduction are:
 - 3.1 The Division advances funds, interest free, for the purchase of computer and associated equipment.
 - 3.2 Repayments shall be based on equal monthly payroll deductions.
 - 3.3 Advances for computer equipment shall be repaid, in full, by August 31 of the current fiscal year.
 - 3.4 The employee computer purchase plan shall be to a maximum of \$3,600, annually.
4. Approval of the Computer Purchase Plan is based on:
 - 4.1 A "Request for Employee Computer Purchase" Form 408-1 filled out and submitted to the Director of Business Services.
 - 4.2 Whether the debtor's earnings are sufficient to re-pay the balance owing by August 31 of the current fiscal year.
 - 4.3 A signed Computer Purchase Agreement, Form 408-2 with the Division to repay the cost of equipment.
5. Once a signed contract is in place and approved, payment for the computer and accessories is made
 - 5.1 By the issuance of a purchase order made directly to the vendor and upon receipt of vendor invoice.
 - 5.2 Where an employee made the purchase using personal means, payment will be issued to the employee upon receipt of a proof of purchase document, dated within the previous 30 days.

Reference: Section 60, 61, School Act