



918 – 2 Avenue Dunmore, AB T1B 0K3

EMPLOYEE COMPUTER PURCHASE PLAN June 2015

WHAT

- ◆ An **interest-free loan**, to a maximum of **\$2,500** per employee, for the purchase of personal computer equipment by employees.

WHY

- ◆ To supplement professional development for all staff by encouraging the use of computer technology and to provide employees with improved access to current computer technology.

HOW

- ◆ Employees who purchase computer equipment between June 1, 2015 and October 9, 2015, to a maximum of \$2,500 per employee, will have this purchase reimbursed by the Division as a loan which is to be repaid through nine equal payroll deductions from October 2015 to June 2016.
- ◆ Employees must provide a copy of a **PAID** invoice, as proof of purchase of the computer equipment, together with the application form, no later than October 9, 2015.
- ◆ Employees will be responsible for the direct payment of the vendor's invoice for computer equipment. The Division office will not pay a vendor directly for purchases made by employees.

WHEN

- ◆ The Authorization for Payroll Deduction form, along with a copy of the PAID invoice as verification, must be received by the Secretary-Treasurer no later than October 9, 2015. No exceptions will be made.

WHO

- ◆ For further information on this proposal please call 527-5516 or 1-800-468-7023
Ryan Boser, Secretary-Treasurer (Ext 2313)
Wayne Rossler, IT Manager (Ext 2321)



Employee Computer Purchase Plan – June 2015

I _____, accept an interest-free loan in the amount
(Employee Name)

Of \$ _____ under the Division's Employee Computer Purchase Plan

and agree to the repayment of this loan in nine equal payroll deductions of

\$ _____ in each month from October 2015 to June 2016.

I further agree that, if my employment with the Division is terminated during the term of this loan, I accept full liability for the payment of the balance of the loan outstanding at the date of termination. I accept that any amount outstanding may be deducted from any monies owed to the employee, including but not limited to salary, holiday pay, pension, benefits or other amounts.

A copy of a PAID invoice is attached as verification that the computer equipment has been purchased.

Employee Signature

Date

On behalf of Prairie Rose School Division No. 8

for: Secretary-Treasurer

Date

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Office Use Only

Vendor # _____

Date _____

Amount _____

Authorized _____

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GST Code 00