

Sunrise School Division

Divisional Procedure

Number –

Procedure Title	Employee Computer Purchase Plan		
Date of Issue		Related Procedure	
Revision Dates		Related Forms	
		Originator	Secretary Treasurer
Approval of CEO:	Date of Approval:		

Rationale:

Sunrise School Division offers a maximum computer purchase loan of \$2,500 to employees who qualify under this plan. Employees wishing to participate are required to follow the procedures outlined below to be reimbursed under this plan.

Loan Agreement Requirement:

Any costs that exceed this maximum must be paid for immediately or if charged to the Division will be deducted from the next payroll. This program is offered to employees of the Division during the period of September 1 to March 31 in any given school year.

Before purchasing your computer the loan agreement form must be approved by the Assistant Secretary-Treasurer. This form is available from the Finance Officer in charge of Accounts Receivables. It outlines the terms and conditions of repayment. *The computer equipment must be purchased within 30 days of approval.*

Purchase Information:

Then, when purchasing a computer there are two options:

- 1) Charge to Sunrise School Division – must use a vendor that Sunrise already has an account with. Please note, the ICT Department is not to be involved in the purchase or service of any personal purchases. If you would like specs of any specific IT item already purchased by the Division, please contact the Finance Officer in Charge of Accounts Receivables. She can forward you a copy of the paid invoice.

Dell is presently the only company that offers a special plan to our employees. Please see their web site www.dell.ca (The EPP#2588974).

Have the purchase requisition signed by principal. (A written quote with the price and a copy of the approved loan agreement must be attached).

The purchase requisition is then sent to the Division Office for approval by the Assistant Secretary Treasurer. Once approved the purchase requisition will be faxed back to the employee.

2) Pay for it yourself and be reimbursed directly

Send a copy of the approved loan agreement and a copy of the invoice (keep the original for warranty purposes) to the Division Office. A cheque will be issued directly to you.

Account Balance Information:

The Finance Officer in charge of Accounts Receivables and will be keeping track of the computer purchase plans. A letter will be sent by this Finance Officer informing staff of the amount of the loan, payment amounts, commencement and end dates. Any inquiries should be directed to 268-6501.

SUNRISE SCHOOL DIVISION

EMPLOYEE COMPUTER PURCHASE PLAN

LOAN AGREEMENT

1. I hereby make application for a loan in the amount of \$ _____.
Maximum loan amount is \$2,500.00. The cost of purchase in excess of \$2,500.00 will be paid by the employee when equipment is ordered by the school. The school purchase order, this loan agreement and employee's payment are to be forwarded to the Division Office for processing. Any amounts outstanding upon receipt of vendor's invoice will be deducted from the employee's next payroll.
2. Sunrise School Division will arrange all loans and the employee loan will be with Sunrise School Division.
3. The term of the loan will be _____ (12, 24 or 36) months, with regular payroll installments commencing with the _____ payroll, in the amount of _____.
4. The loan can be paid off at any time with no penalty.
5. The interest rate will be floating and will be at the same rate that the Sunrise School Division would be charged by the financial institution.
6. Employees terminating employment with the Sunrise School Division will agree that the loan will be paid in full before the last day of employment, and that Sunrise School Division has the authority to deduct the outstanding loan balance from any salary or wage being paid from time of termination notice to date of last payroll payment.
7. Sunrise School Division will not be responsible for warranty or problems with the equipment or software. The employee will deal directly with the vendor.

ACCEPTANCE:

I agree to the above terms.

Date: _____

Employee's signature: _____

E-mail address: _____

Employee's name: _____

(Please Print)

APPROVAL FOR COMPUTER LOAN:

Date: _____

Approved by: _____

Assistant Secretary Treasurer

Once this form has been approved and received by the employee, you may proceed to purchase the equipment.

FOR OFFICE USE ONLY:

Position: _____ Status: F/T P/T Term (length) _____ School: _____