



Employee Computer Purchase Program by Payroll Deduction Computer Purchase Order Form and Employee Agreement

Employee Name:	Employee Home Phone #
----------------	-----------------------

School: _____

Supplier/ Vendor Information

Name:

Address:

City:

Postal Code:

Tel. #: Fax #:

Quantity	Product Number	Description	Unit price	Total

of Pay Periods per year: ___ 10 or ___ 12

Term contract Expires _____
(if applicable)

Sub-Total	
P.S.T.	
G.S.T	
TOTAL	\$

I, _____ Print Name hereby agree to the following:

- 1) Authorization of the above order to be placed on my behalf by the Good Spirit School Division.
- 2) That the total cost will include the value of the above equipment as invoiced by the supplier and a \$50 administrative processing fee, plus all applicable taxes.
- 3) The total costs are to be recovered by way of payroll deduction in equal monthly installments, with an interest charge of the current rate charged to the Division at the time of purchase of _____ % per annum, for the term of the agreement.
- 4) The number of equal monthly installments requested is: 36 months 24 months 12 months
- 5) Should employment with the Good Spirit School Division terminate prior to complete payment, all outstanding costs will be deducted from the final salary payment. If the amount owing exceeds the final salary payment, the employee will immediately pay the balance owing to the school division.
- 6) That the responsibilities of the Good Spirit School Division, with respect to this order, lie in the prepayment and administration of the payroll deduction plan only.

Employee Signature: _____ Date: _____

OFFICE USE ONLY	Approved by: _____	Date: _____	
Office P.O. #		Date of 1 st Payroll Deduction	
Date of Invoice		Date of Final Payroll Deduction	
Total Invoice Amount	\$	Total Monthly Payroll Deduction	\$
Approved Term	_____ months	Total Financing Charges (Interest as above)	\$

Good Spirit School Division



Employee Computer Purchase Program by Payroll Deduction

GENERAL INFORMATION

Effective January 1, 2006 the following procedures have been put in place for members of staff wishing to purchase a personal computer by payroll deduction:

- 7) A signed Computer Purchase Order Form and Employee Agreement must be submitted to:

Darryl James, Accounting Manager
Fairview Education Centre
Good Spirit School Division No. 204
63 King Street East, Yorkton, SK
Phone: 306-786-5500
Fax: 306-783-0355

- 8) Minimum value of purchase: \$ 500.00
Maximum value of purchase: \$2,500.00
- 9) Employees may choose the supplier and computer equipment they want. The division may also offer suggested equipment packages and configurations. Orders will be placed within ten days of receipt with payroll deductions commencing the month following invoicing by the supplier. Additional delays may result when new suppliers are involved.
- 10) Employees are not eligible for GST rebate.
- 11) Employees may begin participation at any time.