



**EMPLOYEE COMPUTER PURCHASE PLAN AGREEMENT**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_.

Between:

Buffalo Trail Public Schools (hereinafter referred to as the Division) AND

\_\_\_\_\_ (hereinafter referred to as the Employee)

WHEREAS the Division has elected to provide the Employee an advance to cover the costs of said personal computer hardware; and

WHEREAS the Employee acknowledges receipt of the personal computer hardware on this agreement;

The Division and the Employee agree as follows:

1. The Employee declares the purchased equipment is free and clear of encumbrances by third parties. The Secretary-Treasurer authorizes to release the advance.
2. The Employee agrees to repay the Division the amount named herein including full GST plus 5% service charge totalling \$ \_\_\_\_\_ in the form of:
  - a. Payroll deduction of \$ \_\_\_\_\_ per month, for \_\_\_\_\_ months beginning \_\_\_\_\_, 2 \_\_\_\_ and ending with the final payment in the amount of \$ \_\_\_\_\_ on \_\_\_\_\_, 2 \_\_\_\_\_. (Maximum term: twelve months)
  - b. Lump sum payout of the outstanding balance by certified cheque or payroll deduction from final pay should the employee leave the employ of the Division prior to the completion of the payroll deduction period and/or opt for such a payout.
3. The Division will advance up to a maximum of \$3,500.00 including full gst and 5% service charge.
4. The employee will provide a copy of the paid invoice within 30 days of release of funds. Failure to do so may result in the cancellation of this agreement and payment in full.
5. A scanned copy of the application, agreement and paid invoice will be kept at Central Services in the Records Management System 468-008 Computer Purchases as per the schedule.
6. The Employee will be responsible for any loss, damage or repair during the finance period.

\_\_\_\_\_

Employee Signature

Date \_\_\_\_\_

\_\_\_\_\_

Secretary-Treasurer Authorization

Date \_\_\_\_\_