



602.7AP Employee Computer Purchase Plan

ESTABLISHED:	2013.09.18 (1996.03.20)
APPROVED:	2020.01.15 (2007.06.20)
AMENDED:	2020.01.13 (2018.09.19)
REVIEWED:	2020.10.13 (2018.09.17)

CROSS REFERENCE:

- [602BP Financial Matters](#)
 - [602.7AP Exhibit 1 Employee Computer Purchase Plan Application](#)
 - [602.7AP Exhibit 2 Employee Computer Purchase Plan Agreement](#)
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GUIDELINES:

1. Purchase Program:
 - 1.1 The Board will establish an annual budget allocation of \$50,000 to fund this program.
 - 1.2 Equipment purchased under this policy will consist of hardware only, unless software is included in a promotional package. Equipment is limited to computers, desktops, laptops or tablets.
 - 1.3 Purchases under this program will not exceed an accumulated total of \$3,500 for any applicant.
 - 1.4 Applications under this program will be accepted throughout the year.
 - 1.5 The employee will be required to supply a formal quote to purchase the equipment. Once the quote has been submitted for approval the Secretary-Treasurer will authorize and proceed to advance the Employee for the amount of the formal quote. The employee will provide a copy of the paid invoice to Buffalo Trail Public Schools within 30 days of receipt of the cheque. A monthly payroll deduction calculation is determined and set up with the Payroll department as a repayment plan for the Employee.
 - 1.6 Should the applicant cease to be employed by the Board, any outstanding amount will be collected by way of payroll deduction at the time of termination OR by a certified cheques payable to Buffalo Trail Public Schools , whichever is agreed to by both parties.

- 1.7 The applicant will be responsible for all repairs and maintenance, upgrades and any additional expenses at it applies to the computer system purchased.
- 1.8 Teachers, support staff, bus contractors, custodial contractors and Board members may take part in this computer purchase program.

PROCEDURES:

1. The applicant will submit an Employee Computer Purchase Plan Application form, 602.1AP Exhibit 1, requesting the Board to advance the amount paid by the Employee for the equipment purchased the Board to recover the amount of the purchase by the way of payroll deductions after completion of the Employee Computer Purchase Plan Agreement 602.1AP Exhibit 2.
2. Requests for advance funds must be supported by a formal quote for the equipment.
3. The Secretary Treasurer authorizes the quote of the application for the Employee prior to purchasing the equipment.
4. Applications for purchases (not leases) will be accepted on a first come, first serve basis, however, the Board retains the right to waive this provision in favor of a first time applicant.
5. The applicant will be responsible for the registration of any warranties or upgrades related to the equipment purchased. The Employee owns the equipment throughout this agreement, the Board is simply providing a cash advance to the Employee and the Employee is simply repaying the advance.
6. The applicant will be responsible for insuring the equipment in the case of fire or theft.
7. The Board will cause the necessary payroll deductions to be made from the staff member's earnings in accordance with the provisions of the application and as contained in this policy.
8. Maximum term for repayment of the advance by the Employee is twelve months. Minimum cash advance is \$250 and minimum monthly payments of \$25. A service charge of 5% will be applied to all equipment purchases.