



EMPLOYEE COMPUTER PURCHASE PLAN APPLICATION

NAME: _____
 SCHOOL: _____
 POSITION: _____

As an employee, bus contractor, custodial contractor or Board member, I am interested in purchasing the following equipment:

Equipment	Price
As per attached quotation (includes GST)	\$ _____
Add 5% Service Charge	\$ _____
TOTAL	\$ _____

PROCESS:

1. Complete the Employee Computer Purchase Plan Application; Computers may be purchased upon authorization of this form by the Secretary-Treasurer
2. Employee Computer Purchase Plan Agreement 602.7AP Exhibit 2 to be completed and signed by applicant; attach the formal quote and the Secretary-Treasurer authorizes the release of the advance. A monthly Payroll deduction calculation is determined including full GST and 5% service charge and forwarded to Payroll.

Further information on the Employee Computer Purchase Plan can be obtained from Buffalo Trail Public Schools Central Office (phone 842-6144 or fax 842-3255).

All computer purchase applications are processed on a first-come, first-served basis.

EMPLOYEE SIGNATURE

DATE

SECRETARY - TREASURER SIGNATURE

DATE APPROVED