



Computer Purchase

Park West School Division supports the use of technology in all areas of the Division's operation. We encourage staff to become familiar with technology and use it in the day-to-day operation of the division. To facilitate this, the Division supports the acquisition of computers by employees and Board members by allowing purchases of computer hardware through payroll deduction.

Computer Purchase

1. Purchase contract is signed providing description of equipment, cost, and vendor.
2. Payroll deductions will be made through 10 equal payments of the total purchase amount, with one deduction being taken each month from the months of September until June (inclusive). Payment cannot exceed monthly net pay.
3. All equipment must be purchased no earlier than July 1, and deductions will be taken from September to June of the upcoming school year.
4. Purchases must be made and invoices submitted prior September 15.
5. Extra costs related to the purchase must be covered by the employee making the purchase.
6. Under this policy only the following may be purchased: desktop computers, laptops, Chromebooks, tablets
7. All warranty, maintenance and repairs are the responsibility of the employee.
8. Employees leaving the Division prior to the end of the school year are required to pay any outstanding debt. Any outstanding debt will be deducted from the last pay cheque.



Purchase Agreement

I _____ have purchased computer/technology equipment totaling \$_____ as verified by the accompanying receipts. The receipts and a signed copy of this letter will be sent to the Board Office in Birtle on or before September 15th. The Park West School Division will then issue me a cheque for the full purchase price for the following equipment purchased (**must be desktop computers, laptops, Chromebooks, or tablets**):

Equipment

The full purchase price of this equipment will then be deducted in regular installments using equal monthly payroll deductions from September to June of the school year in which the purchase was made.

Should I go on leave, or my employment with the division be terminated prior to June 30th, the division will deduct the full amount owing for my purchase.

Dated this _____ day of _____, 20__.

Signed: _____