



School District No. 71 (Comox Valley)  
607 Cumberland Road  
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Phone (250) 334-5523  
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March 2012

**EMPLOYEE COMPUTER PURCHASE PLAN**

In order to extend technology in-service opportunities for employees, the Comox Valley School District provides a payroll deduction plan to facilitate the purchase of computing equipment for home use. This will allow regular employees to become more proficient in the use of technology for personal applications. It will also allow employees to use school district computers more effectively and will save teachers time in record keeping and the preparation of report cards.

The district is prepared to assist its regular employees in this purchase from any dealer in the *Comox Valley* or the *Campbell River* areas. In order to facilitate this purchase, the employee is requested to comply with the following conditions and procedures:

**CONDITIONS OF THE PLAN**

1. The employee will make an appointment with *Julie Buzanko* in the Human Resource Department at the School Board Office, (250) 334-5512 to complete a letter of introduction.
2. The vendor must be located within the *Comox Valley* or in the *Campbell River* areas.
3. The employee must be on regular staff (continuing contract) or on a temporary assignment that is four months or greater in duration (does not include temporary assignment that is upon the return to work by the incumbent).
4. As the district operates in an IBM environment, employees wishing to participate in the purchase plan must select IBM or IBM-compatible equipment (including Apple computer products).
5. The employee will complete the top portion of the attached Employee Computer Order form and give the form to the vendor, along with their letter of introduction. ***Once the vendor has completed their portion, the employee will sign the agreement verifying the total costs & the store invoice copy.***
6. The employee will submit to the school district's Accounts Payable Department, the Employee Computer Order form, together with the vendor's invoice/quote. The invoice should be made out to the employee and addressed c/o School District No. 71 (Comox Valley). All products will be held by the vendor no longer than two weeks.
7. **After the vendor has been paid in full, the employee may pick up their product immediately.**
8. Repayment by the employee shall be by payroll deduction, and must be completed within one year from date of purchase or in the case of temporary employees no later than the end of their temporary assignment. Under no circumstances shall the repayment period extend beyond one year.
9. The school district will not charge the employee interest. **\*\* Please note for FUTURE SHOP, a \$10 deposit is necessary to receive a printed receipt to set up payment and plan\*\***

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