



NORTHERN LIGHTS SCHOOL DIVISION No. 113

Bag Service #6500

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October 20th, 2017

MEMO

TO: Schools, Central and Sub Offices

FROM: Jagjit (Jay) Chauhan
Finance Manager

RE: Computer Purchase Plan

Please see the below requirements for the computer purchase plan for the 2017-18 school year

1. The dollar limit of the computer purchase loan is \$1,200 per employee per school year. Employees may only purchase **one** computer.
2. Only computers (desktops, laptops and tablets), are eligible purchases for the computer purchase plan, no accessories (i.e.: Printers, iPod, scanners, video game systems, cameras etc.) We are not able to accommodate engraving on IPADs.
3. The employee must pay the loan back by June 2018, no exceptions.
4. All salaried employees are eligible for the program.
5. Repayment must be done via payroll deduction.
6. Orders will only be process from the 1st to 15th of each month
7. We have added an express pay option for those who wish to purchase their computer and be reimbursed after the purchase

Please see the attached Computer Purchase Plan Guidelines document.

Thank You,

Jagjit (Jay) Chauhan

C.c. Ken Ladouceur, Director of Education
Tom Harrington, Secretary Treasurer
Sharon Gabrush, Accounts Payable/File Clerk
Schools, Central & Sub-Office