



# NORTHERN LIGHTS SCHOOL DIVISION No. 113

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October 7, 2011

## MEMO

**TO:** Schools, Central and Sub Offices

**FROM:** Tom Harrington  
Assistant Secretary Treasurer

**RE:** Computer Purchase Plan

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During the September meeting of the Board of Education, The Board approved the renewal of the computer purchase plan for the 2011-2012 school year, subject to the following restrictions:

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 and laptops) and Ipads are eligible purchases for the computer purchase plan, no accessories (ie: Printers, scanners, video game systems, cameras etc.)
3. The employee must pay the loan back by June 2012, no exceptions.
4. All salaried employees are eligible for the program (including tutors).
5. Repayment must be done via payroll deduction.

Please see the attached Computer Purchase Plan Guidelines document.

Thank You,

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Tom Harrington

TH/sw

c.c. John Ulsifer, Director of Education  
Sharon Gabrush, Accounts Payable/File Clerk  
Schools, Central & Sub-Office