

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 516</b>
	<b>Employee Computer Purchase Plan</b>
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 222 Education Act

## Background

Purchases by the Division shall normally be limited to goods and services required by the Division.

## Procedures

1. Employees shall not use Division letterhead or purchase requisitions/orders in making personal purchases for their own use.
2. Employees may request the Division to purchase personal computers and associated equipment providing an agreement to repay the costs of the purchase, inclusive of a fifty dollar (\$50.00) administrative fee and interest at the Division's bank prime lending rate plus one percent (1%) is established prior to the purchase being made.
3. Repayment arrangements can be made through a payroll deduction program, provided payment is complete within a twelve (12) month period.
4. Should an employee terminate employment with the Division prior to the completion of the agreed upon term, any balance shall be paid in full at the time of termination.