



## Employee IT Personal Computing Device Purchase Program

### Program Requirements

1. The employee Personal Computing Device Purchase Program is open to all full-time College employees with at least six months of service.
2. Upon meeting the requirements of the Program, the College will allow the employee to utilize payroll deductions for up to two (2) years, interest free. (Note: interest free loans will result in a taxable benefit to the employee.)
3. The employee may only have one loan at a time for a single personal computing device purchase including related accessories as outlined below (see eligible technology categories).
4. This program may be revised or eliminated at the discretion of Fleming College.
5. You are purchasing a personal device. The Information Technology Services Department is not required to support your device or alter College Infrastructure to accommodate your device.
6. If you use the device for any college business you must ensure that you follow the Fleming Appropriate Use Policy and encrypt confidential and sensitive information or ensure you do not have confidential and sensitive information on your device.
7. Your personal computing device purchase cannot exceed **\$2500 (including taxes and shipping)** or be less than **\$500 (including taxes and shipping)**. If there is an overage, the employee will be responsible for paying the overage amount.
8. The following is a list of eligible items under this employee purchase program:
  - ✓ Desktop Computer
  - ✓ Laptop/Notebook
  - ✓ Tablet Computer (includes iPads)

**\*Any items purchased that are not on the list will not be reimbursed (e.g. digital cameras and TVs).**

## **Procedure:**

1. You may purchase the equipment from any supplier you choose. **Payment must be made upfront by the employee.**
2. After you have received your equipment please email the following form and a copy of your receipt to Accounting (sherry.vissers@flemingcollege.ca).
3. Accounting will review the form for accuracy/compliance, initial and return to you. After you have received the initialled form please create an expense report in Evolve. My Self Service>Travel & Expenses>Expense Reports>My Expense Reports. Select the "Computer Purchase Plan" Expense type and attach the initialled form to the expense entered.
4. The money will then be directly deposited in to your bank account by Accounting in accordance with the college expense statement payment schedule.
5. Payroll deductions will begin on the next pay period and will continue over the selected period until the purchase is paid off.



## Employee Personal Computing Device Purchase - Form

Empl ID#:

Name:

Date:

I have purchased equipment based on the guidelines, totalling \$ \_\_\_\_\_ including H.S.T. All receipts are attached.

### Payment Plan Options:

I hereby authorize payment by equal payroll deductions over:

A - one year from the first pay following receipt of this form.

B - two years from the first pay following receipt of this form.

### I also understand:

1. The outstanding balance can be paid at any time. (Inquire with Payroll)
2. On taking an Unpaid Leave of Absence, I am responsible to pay the deductions by either:
  - ✓ Pre-Authorized monthly debit from my bank account
  - ✓ Payroll deduction on my final pay prior to my Leave of Absence
3. I am responsible to pay any outstanding balance immediately should I decide to resign from the College or if employment is terminated for any reason.
4. In accordance with the current tax laws this plan constitutes an interest free loan and that implied interest must be declared as a taxable benefit. This benefit will appear on T4 Slips.
5. If a computer purchased under this plan is returned, the employee shall return the full outstanding loan amount to the College in a timely manner.

**Employee Signature:.....**

### Accounting use only:

Full Time employee

No existing loan

Eligible purchase

Date sent to HR

Account #: 11512