



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.0 Corporate Services

12.0.6

Title Computer Purchase

1. Policy Statement:

1.1. Council authorizes the implementation of a plan for the purchase of computer and related equipment and software by any employee, or Councillor, based on a payroll deduction plan or direct buyout.

2. Guidelines:

2.1. The County will provide funds for the purchase of computer and related equipment and software by an employee up to a maximum cost of \$2,400.00 including GST, once every three years.

2.2. The purchase application form must be pre-approved by the Director of Finance. Applicants may be restricted at the discretion of the Director of Finance.

2.3. Participants in such plan will be required to sign an appropriate agreement with the County to repay the cost of approved equipment over a period of one (1) to thirty six (36) months, based on the approval, amortized at Prime plus two (2%) interest on a monthly payroll deduction basis. Prime shall be determined at the time of purchase and carry on throughout the term.

2.4. In the event that a participant ceases to be associated with the County prior to paying for the computer equipment in full, the balance outstanding shall thereupon become due and payable to the County in full and may be deducted from any monies owed to the participant by the County.

2.5. The County is not responsible under this policy to provide hardware or software support.

3. Additional Pages:

3.1. Administrative Procedure – Purchase Agreement Application

3.2. Administrative Procedure – Payroll Deduction Plan Application

Administrative Review	Policy Committee	Council Revised	Council Approved	Page
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