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# Town of Mulgrave

## Computer Purchase Program Policy

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### Title:

1. This Policy is entitled the "*Computer Purchase Program Policy*".

### Purpose:

2. The objective of this policy is to facilitate the purchase of personal computers and related equipment for full time employees and elected officials. This policy is intended to promote the growth of computer literacy and computer skills throughout the organization thus enhancing the entire operation of the town.

### Interpretation:

3. It is the policy of the Town of Mulgrave to assist members of staff and council to purchase a computer under the conditions outlined below in the form of an interest free loan.
4. At no time shall the term of the loan exceed twelve (12) months
5. Payments shall be made weekly in the form of a deduction from wages/salary of employees and monthly in the form of a deduction from the honorariums of Councillors.
6. The maximum amount available for an individual purchase will be \$2,500.00

### Application Process:

7. Employees / Councillors select a vendor and get quote.
8. An application outlining the purchase (Appendix "A") is submitted to the CAO for approval.
9. If approval is granted, the employee / Councillor will be required to sign an "Agreement for Purchase" promissory note (Appendix "B") before the cheque requisition payable to the supplier is prepared.

### Other:

10. The employee / Councillor is responsible for all costs above \$2,500.00;
11. Only one loan will be authorized at any given time;
12. All manufacturer's warranty requirements are the responsibility of the employee/councillor;
13. All service inquires concerning computer hardware and software are to be directed to the vendor and not to the Town staff;

14. Employees who cease to be employed by the Town and have outstanding balances owing under this Program will be required to pay the remaining balance immediately. Failure to pay the outstanding balance may result in the Town taking legal action to recover the balance;
15. In the event that an employee or councillor dies and has an outstanding balance owing under this program, the outstanding balance will be written off;
16. All former Computer Purchase Policies of the Town of Mulgrave are hereby repealed and this policy is substituted therefore.

**Certification for Town of Mulgrave Policy & Procedures Manual:**

Date of notice to Council Members of Intent to Consider [7 Day minimum]: September 29, 2008

Date of Passage of Current Policy: October 6, 2008

I certify that this "*Computer Purchase Program Policy*" was adopted by Council as indicated above.

Jeff Atkins  
Municipal Clerk

October 6<sup>th</sup>, 2008  
Date



**Appendix A**  
**Councillor / Employee Computer Purchase Program Application**  
 (Please complete and return to the Chief Administrative Officer)

NAME: \_\_\_\_\_

POSITION / TITLE: \_\_\_\_\_

I wish to apply to take part in the Computer Purchase Program. The items I would like to purchase, as well as an estimate of their costs are listed below:

| Items to be Purchased:<br>(Example: Computer System, Printer, etc) | Cost<br>Estimate |
|--|------------------|
|  | \$               |
|  | \$               |
|  | \$               |
|  | \$               |
|  | \$               |
|  | \$               |
| <b>Total Cost of Products</b>                                      | \$               |

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of CAO: \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix B**  
**Councillor / Employee Computer Purchase Program**  
**Agreement for Purchase**

(Please complete and return to the Chief Administrative Officer)

NAME: \_\_\_\_\_

POSITION / TITLE: \_\_\_\_\_

I hereby acknowledge receipt from the Town of Mulgrave an advance under the computer purchase program equal to the total purchase price of \$ \_\_\_\_\_ (including H.S.T.) for computer equipment purchased on my behalf from \_\_\_\_\_ (the company from whom I have chosen to purchase).

I agree to repay the Town of Mulgrave through payroll deductions to commence no later than \_\_\_\_\_, in equal installments of \$ \_\_\_\_\_, over a period of \_\_\_\_\_ months, sufficient monies to pay off the debt no later than \_\_\_\_\_.

(All employees reserve the right to repay the debt in full before the term is up without penalty.)

If I should terminate my employment/term of office with the Town of Mulgrave prior to full repayment of this debt, I agree to repay the remaining indebtedness immediately upon termination.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of CAO: \_\_\_\_\_ Date: \_\_\_\_\_