

Regarding: Selkirk College Policy 9300 “Computer Assistance Plan”

Attached you will find a copy of the above policy, the application for a computer loan, and a purchase requisition form.

If you are interested in purchasing a computer there are two ways to do this through the College.

- A: You may choose to purchase the Standard Selkirk System or have the College purchase another computer available to the College (e.g. Apple) on your behalf and pay either in full or through the assistance plan;
- B: You may choose to purchase a computer of your choice and pay for it through the assistance plan.

If you choose the (*We-shop-for-you*) “A” process:

- 1) Sign and fill out a purchase requisition indicating a standard desktop Selkirk system and any upgrades you require. Current specifications and available upgrades can be obtained from the IT department. If you would like Purchasing to order a non-Selkirk desktop, laptop, notebook or any other computer attach a specification sheet with the exact make, model and part #'s of the unit you want. Keep a copy of the specifications for yourself. Do not insert an account code, but do indicate which campus you wish the system sent to, and be sure to add your name *and* signature.
- 2) If you wish to pay it outright, please include a cheque for the full amount including all taxes and levies.
- 3) If you wish to apply for the assistance plan, fill out the assistance plan form and attach it to the purchase requisition form. It will be routed to Finance for approval (or you may wish to obtain prior approval yourself.) Once approved, the computer system will be ordered by Purchasing.
- 4) A purchase order will be issued to the supplier, and a copy sent to you. Please keep your PO copy in a safe place.
- 5) Once you receive the computer, ensure it is in working condition and then sign the packing slip and forward it to Accounts Payable. (This needs to be done within one week of receipt.) Keep a copy of the packing slip for your file. Selkirk College will pay for the invoice once it is received from the supplier. A good idea would be to request a copy of the invoice from Accounts Payable. (This information will be necessary in case you need to call in for any warranty.) Deductions from your pay cheque will commence once your system has arrived.

If you choose the (*I-Want-To-Shop*) “B” process:

- 1) Obtain loan approval from the Accountant or designate in the Finance Department.
- 2) Choose the supplier and system of your choice, i.e. *you do the shopping*.
- 3) Fill in the application for computer loan and submit directly to the Accountant in the Finance department.
- 4) Submit your receipt to the Accountant and a reimbursement cheque will be issued to you. All invoices should be billed to the purchaser (i.e. *you*), *not* Selkirk College.

Please note:

The loan limit is \$3500 payable over a maximum of 30 months.

If you have any questions regarding “A” you may call the Purchasing Dept.

If you have any questions regarding “B” you may call the Finance Dept.