


Function: Corporate Services - 03
Department: Information Tech - 070
Policy No.: 003



Computer and Computer Equipment Purchase Policy

Effective Date: February 28, 2019
Review Date: February 28, 2024
Cancel: Policy 234-4 Computer/Computer Equipment Purchase Policy
Resolution #: 136-19

CAO Signature: 

Purpose: To provide Council members and employees an opportunity to purchase personal computers and computer equipment on a payroll deduction plan based on the following terms of reference:

Guidelines:

1. The County provide funds for the purchase of computer and associated equipment up to a maximum cost of \$5,000.00 (including GST) per employee or council member.
2. Participants in such plan will be required to sign an Promissory Note as attached in Schedule A, with the County to pay 5% of the purchase price at the time the equipment is received and re-pay the balance of purchase over a period of twelve (12), eighteen (18) or twenty-four (24) months at the participants option, amortized at 5% interest on a monthly payroll deduction basis and sign a promissory note in favor of Lac Ste. Anne County for the original amount of the purchase. Repayment schedule to be imposed the first month following the month of purchase.
3. Participants may re-pay the balance of the purchase at any time prior to the expiration of the re-payment schedule without penalty.

4. The re-payment period cannot extend beyond the date on which an Employee or Council member will no longer be with the County. If an employee or Council member leaves the employ of the County the balance owing is deducted from the employee's or Council member's remaining payroll. If insufficient funds are remaining to cover the remainder of the purchase the employee or Council member agrees to pay the balance within 30 days to the employer.
5. Applications may be restricted or denied at the discretion of County Managers.

Schedule A – Policy 03-070-002
Computer/Computer Equipment Purchase Agreement

WHEREAS THE TWO PARTIES HEREUNDER BEING:

Lac Ste. Anne County
(hereinafter referred to as “the County”)

and

(hereinafter referred to as “the Applicant”)

HEREBY AGREE AS FOLLOWS:

1. THAT the County will provide funds for the initial purchase of computer and associated equipment from an approved Lac Ste. Anne County Information Tech contractor up to a maximum cost of \$5,000.00.
2. THAT the applicant in this Computer Purchase Plan agrees to repay the cost of approved equipment over a period of not more than twenty-four (24) months, amortized at 5% interest on a monthly payroll deduction basis and sign a promissory note in favor of Lac Ste. Anne County for the original amount of the purchase. Repayment schedule to be imposed the first month following the month of purchase.
3. THAT the computer equipment must be approved by County Administration.
4. THAT it is mutually agreed if the employee leaves the employ of the County that the balance owing is to be deducted from the employee’s remaining payroll. If insufficient funds are remaining to cover the remainder of the purchase, the applicant agrees to pay the balance within thirty (30) days to the employer.

I _____ (name) the undersigned of the _____,
in the Province of Alberta, promise to pay Lac Ste. Anne County, at its office located at 56521 Range Road 65,
Sangudo, Alberta, the sum of _____ Dollars, with interest,
payable monthly for a period of _____ months, at the nominal rate of Five (5%)
percent per annum, until paid in full.

Applicant

Date

Information Technologist

County Manager

