

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p>	<p>Code: DJC</p>
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STAFF COMPUTER PURCHASING PLAN

The Kelsey School division will provide an opportunity for its employees to purchase computers and printers under the terms of the education discount given to School Divisions by commercial firms and national brands.

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Computer Purchase-Payroll Deduction-Regulation

- A. The Division will process requests from permanent employees on the following basis:
1. A maximum of one computer including printer, will be processed per employee, per year.
 2. Payroll deductions will commence on the first pay date following receipt of invoice. The total cost will be divided evenly over the numbers of pay periods remaining in the current school year or shorter periods as may be requested.
 3. Employees are responsible for all associated costs including purchase price, provincial tax, goods and service tax, and freight where applicable.
 4. Employees must provide written authorization for payroll deductions prior to the computer being ordered, or with the invoice from a supplier of their choice.
 5. Employees are responsible for any further contact with the supplier related to the malfunction or problems with the equipment.

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To: Kelsey School Division
Attention: Secretary Treasurer

I wish to order:

From:

at the cost of _____ including all taxes and shipping charges. Please order the equipment for me and begin payroll deduction evenly over the _____ periods remaining in the current school year. As the Kelsey School Division is not acting as an agent for the supplier, I realize I must contact and communicate with this supplier directly in all matters relating to this equipment.

Name: _____
Print

Signature: _____

Date: _____

Copy for Secretary-Treasurer
Copy for employee

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To: Kelsey School Division
Attention: Secretary-Treasurer

I have purchased the items as listed in invoice # _____ from _____ (supplier) in the amount of \$_____ including taxes and shipping charges. Please begin payroll deductions evenly over _____ months remaining in the current school year. As the Kelsey School Division is not acting as an agent for the supplier, I realize that I must contact and communicate directly with this supplier in all matters relating to this equipment.

Name: _____
Print

Signature: _____

Date: _____

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Procedures

1. The Superintendent and Secretary-Treasurer shall adhere to the following procedures when authorizing Purchases.
2. Principals, Supervisors, or their designate shall forward all purchase orders to the Superintendent, after entering the information into the division computer system and signing the purchase order, keeping a copy for the school records.
3. The Superintendent will forward the authorized purchase orders to the Secretary-Treasurer who ensures the budget requirements are met.
4. The Secretary-Treasurer will forward the information to the Business Assistant who mails the original to the supplier and makes a copy for numerical filing.
5. Upon receipt of the goods the packing slip is signed by Principals, supervisors, or their designate and forwarded to the Business Assistant, with a copy of the purchase order. Any backorder information or price differential is noted on the packing slip. A copy of this information shall be kept by the Principals, Supervisors, or their designate.
6. Upon receipt of the signed packing slip and purchase order, they are filed by the Business Assistant pending the receipt of the invoice.
7. Upon receipt of the invoice, it is made certain that no prior payment has been issued and calculations are checked for accuracy. The packing slip is compared to the invoice for any back orders. A copy is kept on file till the order is completed.
8. The packing slip and invoice are attached to the purchase order, ready for payment. If there is an excess of 10% difference between the invoice and the packing slip, the Business Assistant notifies the department originating the purchase order. If the department accepts the price change it is signed. The Business Assistant then proceeds with the payment.
9. The Secretary-Treasurer approves the accounts payable list and upon payment, a list is sent to the Finance Committee Chair for his approval, by signature.