

<b>SECTION:</b>	<b>SUBJECT:</b>	<b>Pg. 1 of 2</b>
<b>All Departments</b>	<b>PURCHASE AGREEMENT (Computer and Associated Peripherals)</b>	<b>DATE: January 8, 2013 Repealing December 16, 2008</b>

The Corporation of the Town of Kirkland Lake is offering an Employee Computer Purchase Plan for all full-time Municipal Employees for personal use.

**Terms of this agreement are as follows:**

This plan covers the purchase of personal computers, laptops and any associated peripherals. The employee must obtain a quote from the vendor and submit that quote to his/her supervisor. The supervisor/employee will complete the purchase agreement and sign. A copy of the purchase agreement will be forwarded to the payroll department by the supervisor. The supervisor will complete a purchase order and send a copy to accounts payable. The employee will take the purchase order to the vendor and purchase the computer. The vendor will then issue an invoice to the Town. Upon receipt of the invoice, the accounts payable clerk will match the purchase order and inform payroll that the invoice has been received. At this point the deduction will start from the employees' pay.

All equipment purchases made through the Municipal/Employee Purchase Agreement must be paid in full within 26 pay periods (one calendar year) from the date of purchase. All payments will be made in the form of a payroll deduction, of equal bi-weekly payments for the period of time specified above.

Should the Employee's employment with the Corporation be terminated prior to the end of this agreement, the balance of the loan will be due immediately or the total due will be deducted from the employee's final pay. If there are not sufficient funds available in the final pay, it is the Employee's responsibility to pay the full amount owing.

The Corporation's responsibility for the equipment ends when the Employee takes possession of the equipment. The Employee shall indemnify and hold harmless the Corporation from any claims pertaining to the performance of the equipment, or costs associated with owning, operating or repairing the equipment.

The interest free loan provided to employees for the purchase of computer and associated peripherals is a taxable benefit to the employee. The taxable benefit shall be calculated as per the CRA guide T4130 and added to the employees T4 commencing 2013.

Full-time employees are permitted up to two purchases to a maximum limit of \$4000.

Part time employees are permitted one purchase at a time up to a \$2000 limit.

**PURCHASE AGREEMENT  
(Computer and Associated Peripherals)**

Town of Kirkland Lake Purchase Order No. \_\_\_\_\_

Computer Purchase Date: \_\_\_\_\_.

Total Purchase Price: \_\_\_\_\_.

Number of Payments – Maximum 26: \_\_\_\_\_.

I, \_\_\_\_\_, hereby agree to the terms of the Purchase Agreement as stated above.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Approval