



INTEROFFICE MEMORANDUM

TO: PAYROLL, TREASURY
FROM: NANCY ALLICK
SUBJECT: COMPUTER PURCHASE PLAN
DATE: APRIL 26, 2011
CC: DIVISION SUPERVISORS

We have had some requests for computer purchases by payroll deduction, when the first computer has not been paid in full.

We will allow up to **two** purchases per full time employee up to a maximum of \$4000. There is considerable paperwork at the Payroll/Treasury end of the books to do more than this.

Part time employees will be allowed **one** purchase at a time up to a \$2000 limit.

This memo will be appended to the computer purchase policy. Please call if you have questions or concerns.

Nancy



CHIEF ADMINISTRATIVE OFFICER
THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

Postal Bag 1757, 3 Kirkland Street, Kirkland Lake, Ontario, Canada P2N 3P4 T (705) 567-9361 F (705) 567-3535 E admin@tkl.ca