



## PROCEDURE

Procedure Name	<b>EMPLOYEE PERSONAL COMPUTER PURCHASE PLAN</b>			<i>Revised</i>
Procedure Number	PR-HR-01-01	Approval Date	December 11, 2024	
Parent Policy	HR-11 Employee Personal Computer Purchase Plan			
Procedure Authority	Director, Human Resources			
Executive Sponsor	Vice-President, Administration and Finance			
Approved By	Vice-President, Administration and Finance			

### 1. PURPOSE

This procedure outlines the steps required for eligible employees to apply for a loan for the purchase of personal computers and other eligible technology.

### 2. SUPPORTING

- HR-11 Employee Personal Computer Purchase Plan (the **Policy**)

### 3. PROCEDURE

Step	Action	Responsibility
1.	Confirm eligible employee status.	Human Resources
2.	Obtain price quotation of all costs (e.g. GST, shipping, handling, hardware, software, installation, delivery, maintenance etc.) from the supplier and provide to Human Resources.	Employee
3.	Confirm purchase eligibility	Human Resources
4.	Prepare loan agreement authorizing payroll deductions and obtain appropriate authorization from the college and employee.	Human Resources
5.	Forward appropriate documentation to Financial Services for processing.	Human Resources
6.	Issue payment to supplier or reimbursement to employee.	Financial Services

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Vice-President, Administration and Finance  
Date: December 11, 2024