

PAYROLL DEDUCTION AUTHORIZATION FORM
(before completing, please read the computer order information)

Name: _____ School/Dept.: _____

1. I have requested that a computer purchase be made by School District No. 85 (Vancouver Island North) on my behalf, and I authorize School District No. 85 to deduct the total amount including freight and/or other associated charges of my computer purchase from my wages.
- I have paid for my computer purchase already – a copy of the invoice is attached. I wish to be reimbursed for my purchase and I authorize School District No. 85 to deduct the total amount associated with my computer purchase from my wages.

2. **Repayment Options:**

Please note that once a payment choice has been made, you will not be permitted to change your payment plan other than to pay the balance owing in full.

It is my choice to pay for the computer equipment ordered on my behalf as follows:
(please check appropriate box)

How do you wish to pay for your computer?

- One payment a month – VINTA ONLY – 10 paydays a year**
(A payroll deduction will commence once a month starting the month after you take receipt of your purchase.)
- Bi-weekly payments –CUPE/Excluded Staff/Administrative Officers**
(A payroll deduction will commence bi-weekly starting the month after you take receipt of your purchase).
- One payment in full by personal cheque upon delivery of the order**

.How do you wish your payments to be made?

- I am a 12-month employee or I am a 10-month employee

and wish to make my payments to the end of:

- the current school year or the following school year, June 20_____

If my employment with School District No. 85 is terminated or interrupted I will pay any balance owed on my last working day with School District No. 85.

In the event of my death, I authorize that any balance owing to School District No. 85 be paid by my estate.

I have read and understand the terms of the Employee Computer Purchase Plan agreement and agree to the terms as stated.

(employee's signature)

(date)

FOR OFFICE USE ONLY:

Approved: _____
Secretary – Treasurer

Aug. 18/10