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Criteria for Eligibility

The following conditions must be met for a purchase to be eligible for financing through the Computer Purchase Plan.

1. Only individuals with employment contracts of 24 months or more are eligible for financing.
2. The Computer Purchase Plan provides financing for the purchase of a computer system for the employee's use only. The University has made this financing available to enable faculty and staff to access up-to-date computer equipment for use at home in connection with their employment.
3. All orders must include exactly one Windows-based PC or Apple computer system.
4. The total amount to be financed must be a minimum of \$1,000 and a maximum of \$5,000. The Computer Purchase Plan cannot be used to finance a portion of a purchase exceeding \$5,000.
5. Peripheral devices such as printers, scanners, digital cameras, iPods and software will be eligible for financing ONLY IF purchased at the same time as the computer system.
6. Employees may have only one financing contract at a time with the University under the Computer Purchase Plan. In other words, financing is available only once every two years.

Financing Program

The following conditions apply when financing a computer through the Computer Purchase Plan.

1. Financing will be arranged for two year terms only and will be repaid by payroll deduction to the University in 24 equal monthly payments.
2. Interest will accrue from the date the loan commences. The loan will commence on the date the reimbursement is paid.
3. The first payroll deduction will be made in the month after the receipt(s) submitted for reimbursement are paid.
4. The finance interest rate will be the Bank of Montreal Prime lending rate on the date the loan

commences plus 2%. This rate of interest will be fixed and will apply for the duration of the loan.

5. The employee must sign a Promissory Note in favor of the University. If an individual leaves the employ of the University for any reason before the Promissory Note has been repaid, the outstanding principal must be repaid in full.

Non Preferred Vendor or Non Standard Configuration Purchases

The University of Lethbridge has negotiated special pricing with the current preferred vendor Dell, however employees are not forced to purchase from the preferred vendor, nor are they obligated to purchase a standard configuration from the preferred vendor. Purchases from non-preferred vendors or of non-standard configurations may still be eligible for financing through this plan.

Please note: Computer Purchase Plan purchases are personal purchases. Personal purchases are not covered by the computer warranty through Information Technology (Campus Care). Warranty for these purchases is handled through the vendor.

Before proceeding, ensure that you are familiar with the details and eligibility criteria of the Computer Purchase Plan financing program.

If your purchase is eligible for financing, choose any configuration on the preferred vendor's site or from a non-preferred vendor, pay for the purchase personally and submit an on-line expense claim using the allocation Payroll Deduction Computer Purchase. Submit receipt(s) to Financial Services in a receipt submission envelope, available in your department.

The purchase of equipment personally is solely the responsibility of the employee. Employees must use their home address as the shipping address for the equipment and are not to use the University's shipping/receiving service for such purchases.

Contact Heather MacDermid in Financial Services (403) 329-5184, heather.macdermid@uleth.ca for more information.

Dell Purchases

The Computer Purchase Plan enables faculty and staff to purchase technology for use at home at special negotiated pricing from the University's current preferred vendor, Dell.

Financing is available through payroll deduction to assist faculty and staff with the purchase of up-to-date computer equipment directly related to their work at the University. The goal is to encourage the technological proficiency of employees and therefore the effectiveness and efficiency of the University as a whole.

Financing is provided for the purchase of one Personal Computer system for use by the employee only. To view the criteria for eligibility, see [Computer Purchase Plan – Criteria for Eligibility](#) above.

Financing will be arranged for two year terms only. To view the details of the financing program, see [Computer Purchase Plan – Financing Program](#) above.

Personal Purchase from Dell (No Campus Care)

1. Go to the following website: <http://www.uleth.ca/it/store>
2. Login using your U of L email username and password
3. Click on Dell and Configure your computer
 - a) Pick the type of system you want to buy and configure your computer
 - b) Choose Add to Cart once the system is configured
 - c) Continue shopping or choose Checkout if you are done shopping
 - d) Make sure to put your home address in the shipping instructions (DO NOT have anything shipped to the University)
 - e) Complete the order
4. Submit an on-line expense claim using the allocation “Payroll Deduction Computer Purchase” to finance through payroll deduction

Please note

Personal purchases must be shipped to your home address and are not eligible for the computer warranty through Information Technology. Warranty for these purchases is handled through the vendor. Items purchased are not for resale.

For assistance contact Laurie Martin (403) 329-2414, laurie.martin@uleth.ca

Apple Purchases

The Computer Purchase Plan enables faculty and staff to purchase technology for use at home at educational pricing from Apple.

Financing is available through payroll deduction to assist faculty and staff with the purchase of up-to-date computer equipment directly related to their work at the University. The goal is to encourage the technological proficiency of employees and therefore the effectiveness and efficiency of the University as a whole.

Financing is provided for the purchase of one Apple system for use by the employee only. To view the criteria for eligibility, see [Computer Purchase Plan – Criteria for Eligibility](#) above.

Financing will be arranged for two year terms only. To view the details of the financing program, see [Computer Purchase Plan – Financing Program](#) above.

Personal Purchase from Apple (No Campus Care)

1. Go to the following website: <http://www.uleth.ca/it/store>
2. Login using your U of L email username and password
3. Click on Apple and Configure your computer
 - a) Pick the type of system you want to buy and configure your computer
 - b) Choose Add to Cart once the system is configured
 - c) Continue shopping or choose Checkout now if you are done shopping
 - d) If you do not have an Apple ID set one up at this time
 - e) Make sure to put your home address in the shipping instructions (DO NOT have anything shipped to the University)
 - f) Complete the order
4. Submit an on-line expense claim using the allocation "Payroll Deduction Computer Purchase" to finance through payroll deduction

Please note

Personal purchases must be shipped to your home address and are not eligible for the computer warranty through Information Technology. Warranty for these purchases is handled through the vendor. Items purchased are not for resale.

For assistance contact Laurie Martin (403) 329-2414, laurie.martin@uleth.ca.

Authority

Financial Services

Contact

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Last Update

May 4, 2015

Last Review

March 7, 2013