

# **PURCHASE OF PERSONAL COMPUTERS**

**Issued: November 30, 2000 [Approved by Academic Affairs]**

1. Huron University College will facilitate purchase of a computer and/or printer and/or appropriate software by any **member of the full-time /sessional faculty or Administrative Committee** through a monthly salary deduction system to a maximum of \$3,000 over a period up to eighteen months. Authorization to proceed with any purchase should be requested from the relevant Dean with respect to faculty members and from the College Administrator for members of the Administrative Committee. To begin the payroll deduction an "Employment Records Deduction Form" must also be completed.
2. Any person who participates in the above and whose employment in the College terminates prior to the end of the agreed upon salary deduction period will have his/her final salary payment adjusted appropriately in respect of the outstanding amount.
3. Upon completion of payments to the College, the computer and/or printer and/or software will belong to the employee. At all times subsequent to the purchase of any item through this scheme, the individual employee is responsible for hardware repairs, service arrangements and for any related property insurance. Employees should, therefore, ensure that appropriate warranty agreements are in place.
4. The Director of Technology and Communications is available for consultation regarding different systems and sources. It is recommended that computer items be purchased from identified vendors where bulk pricing and educational discounts have been negotiated.
5. The College is committed to an enhanced support system for employees' computer questions and problems.