

Procedure Information	
Related to Policy No:	AD-F2.04
Approved by:	Executive Committee
Approval Date:	February 24, 2021
Executive Responsible:	VP Finance and Corporate Services
Administrator Responsible:	Director of Finance
Date of Next Review:	February 2026

EMPLOYEE COMPUTER PURCHASE PROCEDURES

Procedures

1. Application Submission
 - a. The employee will request a quote for their desired computer equipment from their preferred vendor.
 - b. The employee will complete the Employee Computer Purchase Loan Application & Agreement form and submit their request to Financial Services.

2. Application Review
 - a. Financial Services will review the application and confirm the employee meets the eligibility guidelines as outlined in the Employee Computer Purchase policy AD-F-2.04.
 - b. Financial Services will calculate the semi-monthly payroll deduction amount, adding these details to the Employee Loan Application and Agreement form.
 - c. Financial Services will confirm the availability of funds in the loan fund. If funds are not currently available, the employee will be placed on a waitlist for application once outstanding loans are repaid.
 - d. If approved, Financial Services will advise the applicant in writing that their request has been approved and they may purchase the selected computer hardware. Financial Services will also attach the Employee Computer Purchase Application and Agreement for the employee to review the loan terms prior to purchase.

3. Purchase and Submit Receipts
 - a. The employee will purchase the approved computer equipment.
 - b. The employee will submit the following to Financial Services:
 - i. signed Employee Computer Purchase Loan Application and Agreement form, agreeing to the terms of the loan; and
 - ii. receipt of purchase.

The balance of the invoice cannot exceed the amount in the approved loan application, or \$4,000, whichever is the lesser amount.

4. Process the Loan
 - a. Upon receiving the purchase receipt, Financial Services will review the loan agreement and receipts.
 - b. Financial Services will set up equal, semi-monthly payroll deductions for the employee to repay the interest-free loan over a period:
 - i. not to exceed 24 months for regular full-time or part-time employees
 - ii. not to exceed the number of months expected to work within the two (2) year period for seasonal employees
 - iii. not to exceed the length of the current contract for sessional faculty, term CUPE, or term or acting administrators.

Should employment end during the loan period, the outstanding balance is due immediately and will be deducted from the employee's final pay check. If after such deduction any further balance remains outstanding, the employee will repay this amount by cash or personal cheque on or before their last day of employment with CNC.

5. Record the Taxable Benefit
 - a. Financial Services will record the interest-free loan as a taxable benefit, following the Canada Revenue Agency (CRA) guidelines. This will be reported on the employee's T4.

Links to Other Related Policies, Documents, and Websites

- Employee Computer Purchase Policy #AD-F-2.04
- [CNC CUPE Collective Agreement](#)
- [CNC Faculty Association Collective Agreement](#)
- [CNC Administrative Personnel Policy](#)
- [CRA Guidelines for Interest-Free or Low-Interest Loans](#)

Forms

- Employee Computer Purchase Loan Application
- Employee Computer Purchase Loan Agreement

Procedure Amendment Log

Amendment Number:	Date:
0	February 1998
1	February 2021
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