

# U OF A BOOKSTORE – MICROSTORE COMPUTER PURCHASE PLAN

## AGREEMENT

I, \_\_\_\_\_, an employee of the University of Alberta, wish to take advantage of the Computer Payroll Deduction Purchase Plan offered through the University of Alberta Bookstore.

Accordingly, I hereby authorize the University to purchase the hardware/software described in Appendix I (*see attached*) on my behalf. I have independently examined this hardware/software and have found it to be suitable for my purpose. I understand that the total cost of my purchase is \$ \_\_\_\_\_. I agree to repay the University of Alberta the full amount of the purchase price via payroll deductions over a **period of \_\_\_\_\_ months starting the month following the date of this agreement. This agreement will commence upon final delivery of all items purchased.**

## TERMS AND CONDITIONS

Furthermore, I agree that the above will be subject to the following conditions:

1. The undersigned represents and warrants that he/she is full-time continuous employee at the University of Alberta for at least six (6) months.
2. The interest rate is prime + 1% at the time of agreement. A processing fee of \$50.00 will also be applied to the purchase price.
3. The total loan including interest shall be amortized over the loan period and deducted monthly from the employee's remuneration.
4. The balance of the loan may be repaid in a lump sum at any time.
5. The hardware purchased is for use by myself and/or my immediate family.
6. The items purchased may not be resold until my loan is fully repaid.
7. Should the employment with the University of Alberta be terminated prior to the expiration date of this agreement, the remaining balance of the loan will become due and payable in full at the date of termination. The balance will be deducted from the employee's final pay cheque. Alternatively, the balance of the loan will be charged to his/her credit card provided at the time of purchase.
8. Should the undersigned take a leave of absence from the University prior to the expiration date of this agreement, the amount owed during this leave will be deducted from the employee's final cheque. Alternatively, contact the Bookstore and the amount owed can be charged to his/her credit card.
9. The undersigned will assume full responsibility for the maintenance, operation, insurance and security of the items purchased under this agreement.
10. The University of Alberta's liability shall be limited to purchasing the item listed in the purchase agreement in accordance with the established University purchasing procedures. The University shall assume no further responsibility of any sort in connection with this agreement.
11. Minimum plan purchase is \$500.00; maximum plan purchase is \$3600.00 (*including all applicable taxes, interest, and processing fees*).
12. The Bookstore reserves the right to discontinue this program at any time.

Name: \_\_\_\_\_ Credit Card: \_\_\_\_\_

Address: \_\_\_\_\_ Campus Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Campus Telephone: \_\_\_\_\_

Loan Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bookstore Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized agent of Staff and Student Payments

\_\_\_\_\_  
Date

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## AUTHORIZATION FOR PAYROLL DEDUCTION

I, \_\_\_\_\_ hereby authorize the University of Alberta to withhold from my payroll remittances, the sum of \$ \_\_\_\_\_ commencing on the \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_ equal installments of \$ \_\_\_\_\_ as repayment for a personal computer.

Should my employment with the University of Alberta be terminated prior to the expiration date of this contract, the balance of the loan will become due and payable in full at the date of termination. The remaining balance will be deducted from my final pay cheque. Alternatively, the balance of the loan will be charged to my credit card provided at the time of purchase.

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Campus Telephone

\_\_\_\_\_  
Bookstore Verification Contact

\_\_\_\_\_  
Date

**\* Please make additional copies.**

1. Staff and Student Payments (Original)
2. Bookstore (Copy)
3. Customer (Copy)

Any personal information that we ask you to provide is collected in compliance with section 32(c) of the Alberta Freedom of Information and Protection of Privacy (FOIPP) Act. The information is used only for the purpose it was collected or for a consistent purpose. Further, we keep the information only for the length of time necessary to fulfill the purpose for which it was collected. Transaction information is collected, stored and used only in non-identifying form.

