PORTAGE LA PRAIRIE SCHOOL DIVISION

COMPUTER TECHNOLOGY PAYROLL DEDUCTION PLAN

Please read the instruction sheet before completing this form. Complete this form and submit it to the payroll department at the division office for approval.

The following form must be completed by the school division employee wanting to participate in the Computer Technology Payroll Deduction Plan.

Business Name: _____

Address: _____

_____

_____

Phone/Fax: _____

Employee Name: _____

School Location: _____

Computer System and Options Selected:

Item	Description	Cost
	Subtotal	
	GST	
	PST	
	Total	

Date: _____

Signature of Employee: _____

Signature from Participating Business: _____

A purchase order will be issued for the above items. No additions will be accepted.

PLEASE RETURN THIS FORM TO THE DIVISION OFFICE.

If you want to participate in the Payroll Deduction Plan your purchase must be approved by the Payroll Department at the Division Office. If approved you will complete a Payroll Deduction Agreement and a purchase order will be submitted to the above named business.

For office use

Approved by: _____

Amount of purchase: _____

Taxes: _____

Total: _____

Prepaid: _____

Total for Payroll Deduction: _____

Date of First Deduction : _____ Last Deduction: _____

Number of Deductions : _____

Amount of each deduction : _____