

Typical Equipment List

Description Recommended Specifications



CPU

AMD Athlon X2 5000+
Intel Core 2 Duo



memory

1 GB RAM



drives

160 GB Hard Drive
CD-RW/DVD-ROM
CD-RW/DVD±RW (optional)



video card

256 mB (or integrated)



monitor

Min. 17" - max. 27"



operating system

Windows XP / Vista / 7
Mac OS X



printer

Ink Jet or Laser



other peripherals

Scanner
Broadband Router
Web Cam



software

Microsoft Office 2007
Microsoft Office 2008 for Mac
Apple iWork

Information Systems + Solutions

Contacts

Todd Sweet
Manager, Client Services
905.845.6601 ext. 3670
tsweet@oakville.ca

Graham Prentice
Manager, Information Systems + Telecom Services
905.845.6601 ext. 3176
gprentice@oakville.ca

Donna Freris
Manager, Application Support
905.845.6601 ext. 3126
dfreris@oakville.ca

Natasha Cowan
Pension & Benefits Administrator
905.845.6601 ext. 3082
ncowan@oakville.ca

For general inquiries:

Vicki McHugh
Admin. Assistant/Training Coordinator
905.845.6601 ext. 3120
vmchugh@oakville.ca

Help Desk
905.845.6601 ext. 4357 (HELP)

Information Systems + Solutions
Town of Oakville
1225 Trafagar Road
Oakville, ON L6H 5A6
www.oakville.ca



Town of Oakville
Information Systems + Solutions

Technology Purchase Plan



Purpose

The primary purpose of the plan is to assist staff in acquiring access to current technology, which is suitable for a telework/home office environment. The intention is to encourage the technological proficiency of employees and therefore the effectiveness and efficiency of the Corporation as a whole.

Eligibility

This plan will be made available to Members of Council and full-time employees of either the Town of Oakville, or the Oakville Public Library, who have completed their probationary period.

The participant agrees that he/she is the sole recipient of the purchase.

An employee who is on probation may not participate in the purchase agreement.

Financing

Participants are limited to a single purchase agreement with a minimum amount of \$1000.00, and a maximum of \$4000.00 (note: only one computer system per plan is eligible). Additional equipment purchases may be made under the original purchasing agreement with a minimum amount of \$500.00 and must be repaid over the balance of the term of the original purchase agreement (not to exceed the maximum limit of \$4000.00). The maximum term of the loan is limited to 3 years or 156 weeks. A new loan agreement cannot be entered into until the completion of an existing loan agreement.

Before a purchase is made under this plan, the Treasurer must approve the loan to ensure the participant meets the eligibility criteria and to ensure the risk of default of the loan. The provision of the Income Tax Act with respect to the taxable benefit of the loan will be followed.

The loan shall be secured by a promissory note signed by the participant and a chattel mortgage may be registered against the equipment. The fee for registration could be charged to the individual and included as part of the first bi-weekly payment.

Approval

Purchasers must have prior approval from the Director of Information Systems + Solutions or a designate listed on the IS+S contact list on the reverse of this document.

Support

The Town of Oakville will not assume responsibility for support of any equipment acquired by the participant under this plan.



How the Process Works:

1. Contact the Payroll Department to determine eligibility for a loan.
2. Review your intended purchase with the Director or designate within Information Systems + Solutions prior to the purchase.
3. Purchase your equipment.
4. Return to the IS+S Department with a proof of full payment invoice within 30 days of purchase.
5. The Director or designate within the IS+S Department will approve the agreement.
6. The agreement will be forwarded to the Payroll Department and your repayment schedule will be established.
7. Your reimbursement will be included in your direct deposit with the next available pay cycle. Deadline for reimbursement is the Thursday of a non-payweek, to be paid on the following Friday pay.

Types of Equipment

Using the guidelines of the approved technology standards list, the following equipment is considered acceptable:



CPU



external hard drive



keyboard/mouse



laptop



printer



scanner



monitor - see min/max specs on reverse



power protection



speakers

Participants may purchase a system of their choice through a vendor of their choice. Participants must purchase equipment that meets the approved technologies specifications and is compatible with products currently installed within the Corporation.

Ineligible Equipment/Supplies

- cameras & video cameras
- PDA's, MP3 Players
- furniture
- CD/DVD media, diskettes
- tripod
- consumables such as ink and paper
- LCD monitors greater than 27" - monitors often have built-in TV tuners, however, the primary purpose of this policy is to assist staff in acquiring technology that is directly related to their work environment.

Not sure what's eligible on the Technology Purchase Plan?

For more information, call Vicki McHugh at ext. 3120 or the Help Desk at ext. 4357 (HELP).

