

# Technology Purchase Plan

The Town of Oakville's Technology Purchase Plan is a convenient option for full time staff and Members of Council interested in buying a basic home computer system.

## How does the plan work?

The plan provides for an interest free loan (minimum of \$1,000–maximum of \$4,000) repayable over 12, 24 or 36 months, for the purchase of computer equipment for home use.

The program is ongoing, and you can take advantage of it any time during the year. Details of the program including eligibility and the application process are listed below:

## Can I apply?

Yes you can if:

- You are a full-time employee of either the Town of Oakville, or the Oakville Public Library, and you have completed your probationary period, or
- You are a Member of Council

You must also agree that you are the sole recipient of the purchase. You may only apply to join the program if you do not have an existing unpaid purchase plan.

## What can I buy?

- Only one device with one central processing unit (CPU) at a minimum of \$1,000–maximum of \$4,000. See list on reverse.
- Additional equipment purchases may be made under the original purchasing agreement with a minimum amount of \$500 and must be repaid over the balance of the term of the original purchase agreement (not to exceed the maximum limit of \$4,000).
- You can buy a system of your choice through a vendor of your choice.
- You must purchase equipment that meets the approved specifications of the Information Systems department and is compatible with products currently installed within the corporation.

## How much is my loan?

- You are limited to a single purchase agreement — minimum amount of \$1,000 and a maximum of \$4,000.
- The maximum term of the loan is limited to three years repayable over 12, 24 or 36 months.
- A new loan agreement cannot be entered into until the completion of an existing loan agreement.

## How do I apply?

1. Contact the Payroll department to determine eligibility for a loan. The town's Treasurer must approve the loan to ensure you meet the eligibility criteria.
2. Once approval is received, get a written hard copy quote for the equipment from the retail vendor of your choice. NOTE: Be sure to review the list of eligible and ineligible equipment before you get your quote.
3. Review the quote with the director or designate of Information Systems **prior to the purchase**.
4. Purchase your equipment.
5. Within 30 days of your purchase return to the Information Systems department your full payment invoice/receipt.
6. The director or designate of Information Systems will approve the purchase plan agreement.
7. The agreement will be forwarded to the Payroll department and your repayment schedule will be established.
8. The loan shall be secured by promissory note signed by you. A chattel mortgage may be registered against the equipment. The fee for a chattel registration could be charged to you and included as part of the first bi-weekly payment. The provision of the Income Tax Act with respect to the taxable benefit of the loan will be followed.
9. Your reimbursement will be included in your direct deposit with the next available pay cycle.

## Approval

Prior to any purchase being made:

- Your loan must be approved by the town's treasurer
- The equipment you want to purchase must be approved by the director of Information Systems or a designate.

## Support

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

## Types of equipment

Using the guidelines of the approved technology standards list, pick one of the following:



CPU



Laptop



Tablet

Other types of equipment:



Monitor  
*(see min./max. specs)*



External hard drive/Network attached storage



Keyboard/Mouse



Scanner



All Software



Speakers



Printer



Power protection



Web cam



Network equipment

## What you can't buy — Ineligible equipment/supplies

- Cameras & video cameras
- PDA's, MP3 players
- Furniture
- CD/DVD media, diskettes
- Tripod
- Security Cameras
- Consumables such as ink and paper
- Gaming stations, games & subscriptions
- Multimedia streaming devices
- LCD monitors greater than 28"  
*(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).*

## Questions?

For more information, call the Help Desk at ext. 4357 (HELP).

## Contacts

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## General inquiries

### Help Desk

905-845-6601, ext. 4357  
(HELP)

### Information Systems

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