

COMPUTER / HOME OFFICE PURCHASE AGREEMENT & PAYROLL DEDUCTION AUTHORITY FORM



To participate in the Computer / Home Office Purchase Scheme you must complete and sign this Agreement / Payroll Deduction Authority form. Please send the completed form along with the original quote to Organisational Development zzOrgDevAdmin@cgd.vic.gov.au

1. Employee Details

To be eligible to participate, employees need to have completed their probationary period with Council and have employment tenure which exceeds the period of the loan.

Employee Number	
Employee Name	

2. Payment Details

Payments to be made in fortnightly amounts over the specified period from your after-tax salary. The specified period cannot exceed your current employment tenure.

1. **Less than 12 months / 1 year**
(Please indicate how many months)

2. **Full 12 months / 1 year**

3. Order Details *(OD will complete this section)*

Council Purchase Order Number	
Council Purchase Order Amount	
Council Account Number	5000 4740 0000

4. Your Computer Package

List the computer/home office items purchased under this scheme.

Item	Value
<i>Total excluding GST (for repayment via Payroll)</i>	
GST amount	
TOTAL COST (Payable to Supplier)	

Please attach a Quote from the supplier

5. Declaration

- a. By signing this application, I declare all statements made and all documentation completed in relation to the purchase to be true and correct and I accept the Greater Dandenong City Council is under no obligation to provide me with finance. I have read and understood the Computer / Home Office Purchase Scheme guidelines and other related documentation.
- b. I agree to comply with Fringe Benefits Tax (FBT) requirements, and I understand that repayments to Payroll will not include Goods and Services Tax (GST).
- c. I also declare that by signing this form, the Greater Dandenong City Council is authorised to deduct the required sum as specified from my pay, and in the event of my termination of employment with Greater Dandenong City Council (regardless of whether the termination is initiated by myself or Greater Dandenong City Council) that should any amount still be owing in relation to this Computer / Home Office Purchase Agreement then the outstanding amount owing to Council will be deducted from my final pay. If my final pay is not sufficient to cover the outstanding amount, then I will make alternative arrangements to repay all outstanding amounts prior to my last day of service with Council. Furthermore, I understand that no exchange of the Computer package will be accepted by Greater Dandenong City Council in lieu of any outstanding debt of the loan originally provided to me for purchase of the Computer / Home Office equipment.
- d. In addition, I understand that should I wish to repay the outstanding loan balance in full and at any time during the repayment term I may do so without incurring any financial penalty.
- e. I understand that the Greater Dandenong City Council (Information Technology Services or any other department) will not provide me with any advice or support relating to use of and/or problems arising out of a Computer purchase under this scheme including hardware or software I purchase for personal or Council related purposes. Connection to the Greater Dandenong City Council computer network is not offered but if required, may be available in accordance with Council's Remote Access Policy.

Print Name	
Signature	
Date	