

PORTAGE LA PRAIRIE SCHOOL DIVISION
COMPUTER TECHNOLOGY PAYROLL DEDUCTION PLAN

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: _____

- I have already purchased the item(s) and have enclosed the receipt
- Please issue a purchase order for the above items.

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OFFICE FOR APPROVAL. If approved, you will complete a Payroll Deduction Agreement..

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 : _____	