



Lac La Ronge Indian Band Employee Technology Appliance Payroll Deduction

LLRIB - La Ronge, Sucker River, Hall Lake

LLRIB is supporting a band sponsored initiative for the staff to purchase Technology appliances from KCDC Headwaterstech and Prince Albert Photocopiers. This will allow Employee's to get technology equipment through payroll deduction. Payment must be completed by the end of the fiscal year (March 31). Those that are already paying payroll deductions can also get technology equipment as long as they are not over their maximum limit. Technology appliances or equipment can be computer, laptop, LCD, printer, camera, etc. This form can be submitted January 4th 2010

Lac La Ronge Indian Band Employee Technology Appliance Process

Step 1:

Employee access loan agreement

Add Link here: <http://www.llrib.ca/employment-ppm.php>

Step 2:

Complete loan document and submit it to the Employees program Director.

Step 3:

Employee's program Director submits complete (authorized) loan agreement to Payroll department.

Step 4:

Payroll department then authorizes and submits the loan agreement and/or PO to the vendor of Employees choice by fax.

KCDC/Headwaterstech Fax# (306) 425-5796

Prince Albert Photocopiers Fax# (306) 763-2929

Step 5:

The Employee is then able to select and purchase eligible items from the selected vendor.

Step 6a:

Vendor will submit an invoice to the payroll department, made out in the following manner.

Doe, Jon c/o LLRIB

PO Box 480

La Ronge, SK

S0J 1L0

Step 6b:

Vendor will receive a PO with the invoicing details to be included on the receipt. The Vendor will submit an invoice with the details required by the PO.



Lac La Ronge Indian Band

Employee Technology Appliances Purchase Loan Agreement

Name: _____ Department: _____

Band/Project: _____ Community: _____

Lac La Ronge Indian Band agrees to provide financial assistance for the purchase of technology appliances upon the following terms and conditions:

- Any amount required for a purchase in excess of \$2500.00 must be paid by the Employee to the vendor at the time of purchase.
- Financial assistance is available in the form of a 5% interest loan to a maximum of \$2500 to apply toward the purchase of technology appliances. Financing for loans will be repaid through payroll deduction by the end of the current fiscal year.

TERMS & CONDITIONS

1. On behalf of the Employee, Lac La Ronge Indian Band agrees to issue payment to a maximum of \$2500. Approval of this agreement is required before you purchase any equipment and related services; failure to do so will result in your loan being declined.
2. Loan payment is to be made to:

 Keewatin Career Development Corporation
 Prince Albert Photocopiers
3. The Employee hereby authorizes repayment of the loan by payroll deduction in equal instalments for the remainder of the fiscal year, commencing with the pay period in which the signed loan agreements original invoice from vendor is received.
4. In the event that any time during the term of the loan, the Employee's net pay is insufficient to allow for the deduction of all or part of the periodic repayment amount, any such deficiency owing to the Lac La Ronge Indian band shall be deducted from the Employee on the next immediate pay period, or any pay period thereafter, that the net pay of the Employee allows for the additional repayment.

5. Should the Employee leave the employ of the Lac La Ronge Indian Band for any reason, the Employee hereby authorizes the Lac La Ronge Indian Band to deduct any remaining loan balance from the Employee's pay at the date of termination. Should the unpaid balance exceed the Employee's pay at the date of termination, the Employee shall repay such amount by cheque made payable to the Lac La Ronge Indian Band.
6. The Employee acknowledges and agrees that although the Lac La Ronge Indian Band has provided financial assistance to the Employee pursuant to this Agreement, the supplier of the equipment is independent of the Lac La Ronge Indian Band and the Lac La Ronge Indian Band makes no representation, warranty, nor guarantee of the goods of the supplier whatsoever. The Employee shall indemnify and hold harmless the Lac La Ronge Indian Band and its employees from and against claims, demands, costs, damages, actions, suits or proceedings arising out of or attributable to the purchase and/or the use of the equipment or services.
7. This loan agreement will expire within 3 months of the Lac La Ronge Indian Band's approval of the Employee's loan application.

Date and signature will be required after your application has been approved by your program director.

I hereby acknowledge and agree to the terms and conditions outlined in the foregoing signed this ____ day of _____, 20__

_____ Employee's Signature

Approval of Director: _____

Date: _____