

**Please provide any employees who wish to take advantage of the computer purchase plan with this document.**

### **Step 1**

Read this document. It will let you know what you need to do before you contact Central Office to initiate your computer order. This document is also available on our website at [www.nlsd113.ca](http://www.nlsd113.ca) it may be easiest to access the document online so that you can click on the Dell or Apple links to ensure you are on the correct site when you select your computer.

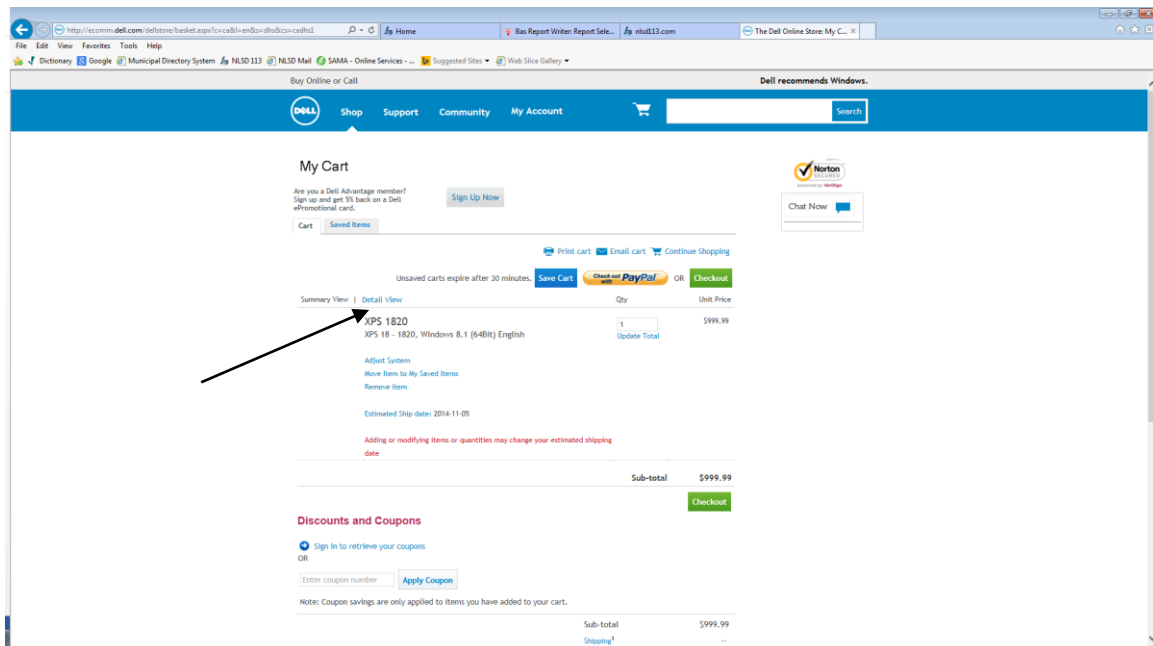
As staff can appreciate this program takes significant resources to administer, so please do not just phone in and ask ‘What do I do?’ the process is outlined in detail below. If after reading the guidelines and attempting the process on your own you are still unable to produce the necessary documents contact Central Office and we will assist you. **Please note in order to minimize the impact on other Division work, orders will only be processed from the 1<sup>st</sup> to the 15<sup>th</sup> of each month.** If your order is submitted outside of these times it will not be processed until the 1<sup>st</sup> of the next month.

### **Step 2**

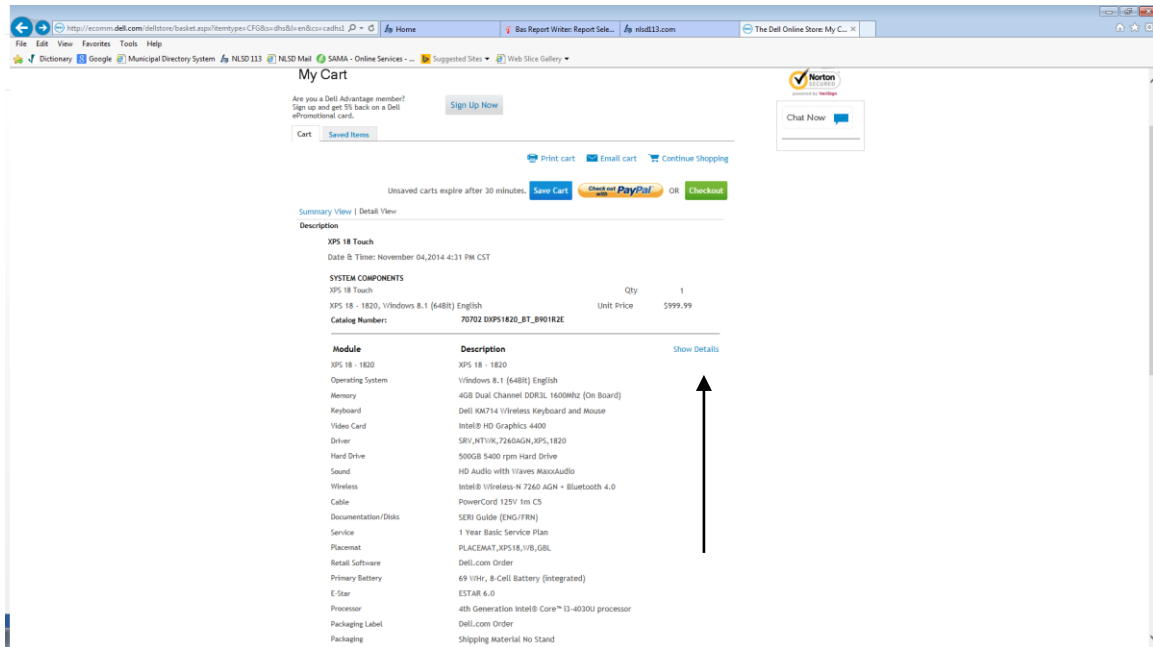
Locate the computer you want at a vendor of your choice (provided they will take a purchase order from Northern Lights School Division #113). The most popular vendors are Dell and Apple.

#### **Dell – [www.dell.ca](http://www.dell.ca)**

Navigate to the Dell website using the above link or typing the address into your web browser. Select the type of computer you would like & customize it and when you are finished, adding the item to the cart, select ‘proceed to checkout’ the website will then update your computer specs. You will have to click “Detail View” (as shown below, pointed by the arrow).



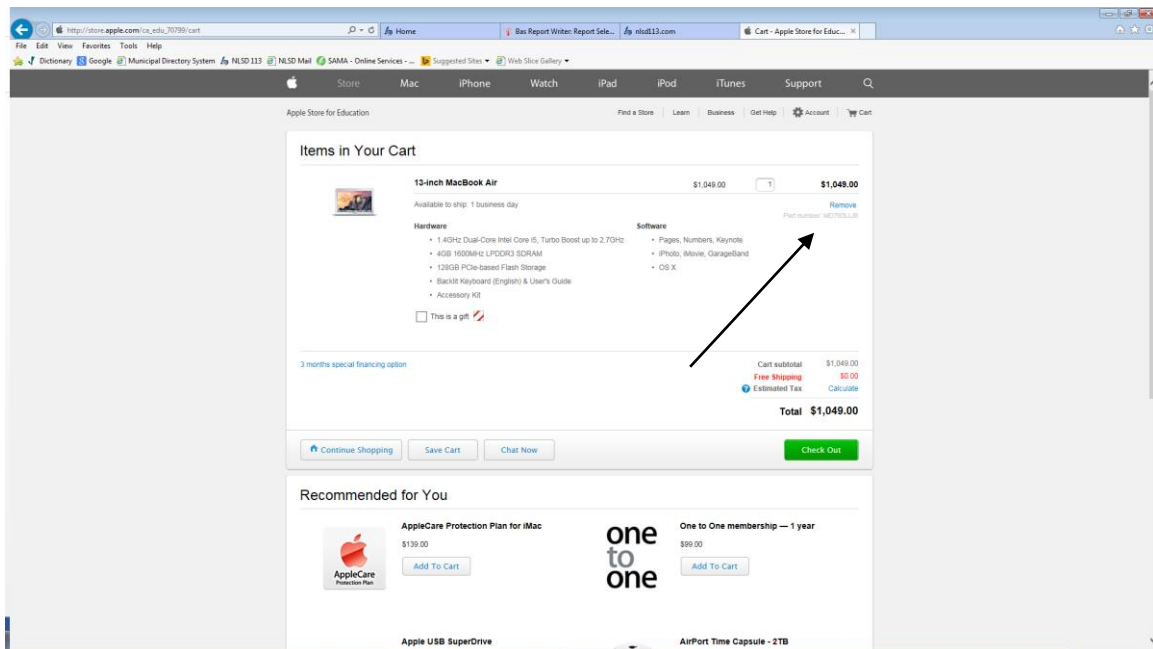
Now, click “Show Details (shown in the screen shot below)”. This will allow you to see your order with product code with sku & id. This screen you would have to save and send for your order.



To save the screen, you need to click the ‘**print page**’ link then select the ‘Adobe PDF’ printer to save to a PDF file, **rename** the file to be **yourname&school.pdf** and email it to [computers@nlsd113.ca](mailto:computers@nlsd113.ca) We are sending in all orders to Dell in electronic format so we need the ‘carts’ in PDF format. It may be best to prepare your order on a school computer since they should be equipped with the capability to save/print files to PDF.

**Apple** – [http://store.apple.com/ca\\_edu\\_70799](http://store.apple.com/ca_edu_70799)

Navigate to the **Education Store** on Apple’s Canadian website by following the above link or typing it into your web browser. Select the computer you would like, customize it and add it to your cart. Once it is in your cart, please make it sure that you have got the part number shown on the screen (as shown in the screen shot below).



Save the order screen, as mentioned above in DELL section, as PDF file, **rename** the file to **yourname&schoolname.pdf** and email it to [computers@nlsd113.ca](mailto:computers@nlsd113.ca) We are sending in all orders electronically to Apple so we need your 'cart summary' in pdf format. It may be best to prepare your order on a school computer since they should be equipped with the capability to print files to PDF.

### **Step 3:**

Once the quote is received Central Office will prepare the necessary paperwork including a promissory note and determine the monthly payment to be deducted from your pay-cheque. Please keep in mind that the balance must be paid in full by the end of June 2015.

The paperwork will be emailed (preferred) or faxed to you for your signature and once the signed copies are returned to Central Office (again email preferred method) the purchase order will be issued and your computer will be ordered (If the purchase price of your computer is over the \$1,200.00 limit you will need to provide a cheque for the difference **before** your computer will be ordered). Any NSF cheques will be charged a \$30 administration fee and your computer will be **held** until we have received a valid payment.

### **Step 4:**

Once your computer arrives at Central Office we will call you to arrange for you to pick up the computer or for you to arrange delivery of your computer. Please limit phone calls inquiring if your computer has arrived, once we have the computer we will call you. Copies of all pertinent documentation will be provided so that you can contact the vendor for any questions or warranty claims. Keep these documents in a safe place and remember it is your responsibility to contact the vendor. **DO NOT** contact Central Office with any technical or warranty concerns contact the vendor directly by the contact information on your invoice.

Please contact Sharon Gabrush or myself at Central Office with any questions about the Computer Purchase Plan.

Thank you,

Jagjit (Jay) Chauhan

C.c. Ken Ladouceur, Director of Education  
Tom Harrington, Secretary Treasurer  
Sharon Gabrush, Accounts Payable/File Clerk  
Central & sub office  
Schools