

FACULTY OF SOCIAL SCIENCES

Internal Practice:	Computer Assistance
Responsibility:	Dean of Social Science
Approval:	Thomas Dunk
Approval Date:	May 30, 2012
Next Review:	Jul 1, 2014
Amendment Date(s):	
Prepared by:	Sheila Smith

PURPOSE

Establish an internal practice to provide Computer assistance funds to BUFA members within the Faculty of Social Science in compliance with Article 32.03 (b), BUFA 2011-2014 Collective Agreement.

SCOPE

This practice applies to BUFA members within the Faculty of Social Sciences.

BACKGROUND

It is the intention of the Faculty of Social Sciences, to establish a Computer Assistance practice to determine BUFA members' eligibility for reimbursement of a computer system. Computer assistance is intended to help defray part of the costs associated with the ongoing computing needs of BUFA members.

PRACTICE

1. Computer assistance is a maximum of \$700 every four years per qualifying BUFA member.
2. Computer assistance can be applied "toward the purchase of a computer system of the member's choosing, understanding that any additional amount required for the purchase will come from other sources already available to the member."

3. Faculty members should submit an on-line Computer Assistance application, to the Dean of Social Sciences prior to a computer related purchase being considered. The on-line form can be accessed through Brock University web page as follows: Faculty of Social Sciences \ Faculty and Staff Resources \ Financial Information and Forms \ Computer Assistance Application Form or the following direct link: http://www.brocku.ca/webfm_send/22103.
4. When a computer assistance on-line form has been submitted, the Faculty Budget Officer will notify the applicant by email, as to whether their application has been approved by the Dean of Social Sciences.
5. When a computer purchase has been made through a purchase order or reimbursement is requested through a cheque requisition, expenses should be charged in their entirety to the account holders account, e.g. Professional Development, Start-up, Research account.
6. Cheque and purchase requisitions should be approved at the Departmental/Centre level and forwarded directly to Finance or H/R, sending a copy to the Faculty Budget Officer.
7. Finance will process either an applicant's cheque requisition or purchase order invoice and the transaction will be posted to the account holder's account.
8. The Faculty Budget Officer will then prepare a transfer of funds for the approved amount of computer assistance to the account holder's account.