

Buyout of Employee Payroll Deducted Computer Purchases Form

Niagara Region
500 Glenridge Ave.
St. Catharines, ON
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brocku.ca

I, _____ wish to buy out my payroll deducted
(please print first and last name clearly)
computer purchase effective immediately. The outstanding balance at the time of buyout
will be settled by the following method:

- ☐ Payment will be made by personal cheque to the Finance Office (Accounts Receivable). Personal cheque is attached to this form.*
- ☐ Deduct the outstanding balance from my next pay*

Department

Employee Number

Signature of Employee

Date

*completed form must be received by the Payroll Department 7 business days prior to payroll pay day in order to be processed (deducted in full or removed) from your next pay.

For Office Use Only

Buyout Date			Buyout Amount		
Finance Review	Name (printed)		Human Resources Approval	Name (printed)	
	Signature			Signature	