

HR109

Salary Sacrificing Laptop or Notebook Computers Form



UNSW

Send to Human Resources Department

Personal Details

Employee ID:	Employment Record No.:
Family Name:	Given Name:
School/Dept.:	Phone: (w)
Position Title:	Level:

Reimbursement Claim

Item:	Amount \$
GST*	
Total Amount	

Payments of the cost of laptop/notebook computer to be made in equal amounts each pay period over:
(please tick one)

3 months 6 months 9 months 12 months

*The GST component of the cost of the laptop/notebook computer will be reimbursed separately payable to your bank account.

ORIGINAL RECEIPT MUST BE ATTACHED TO THIS FORM BEFORE REIMBURSEMENT CAN BE MADE.

With effect from 14th May 2008 Laptop/Notebook Computers can only be salary sacrificed where the item is primarily for use in the employee's employment.

Note:

- Built-in internals (ie. modem and fax cards) and externals necessary for the basic operation of the computer (ie. mouse) can be included.
- Business computer software installed at the date of purchase may also be included as a packaged item.
- Repairs, maintenance and software expenses may not be included within the salary package.

I request that the cost of the laptop/notebook computer as stated above be included in my salary package. I have read and understood the University's Salary Sacrificing Scheme and agree to abide by the provisions contained therein, which may be varied from time to time. I acknowledge that:

1. the period over which the cost of the laptop/notebook computer will be reimbursed may vary depending on individual circumstances;
2. a valid tax invoice is required in order to claim the GST component of the cost of the laptop/notebook computer and this will be reimbursed to me separately, payable by cheque;
3. the University has advised me that I should seek independent financial advice before proceeding with any salary sacrificing arrangements including laptop/notebook computers;
4. if my employment terminates during the period of the reimbursement, this agreement will cease. No adjustments will be made from termination payments.

Signatures

Claimant's Signature:	Date: / /
I confirm that my Laptop/Notebook Computer is primarily for use in my employment.	<input type="checkbox"/> Tick box to confirm
Approved by: (Human Resources)	Date: / /

Office Use Only	Entered By:	Date: / /
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