

Application Form for the Purchase of a Notebook (via Salary Sacrifice)



FREE REFORMED SCHOOL ASSOCIATION

My heart I offer to You Lord - promptly and sincerely

Use this form for the purchase of a laptop/notebook

EMPLOYEE		
Name:		
School:		FTE:
Requested Laptop/Notebook:		
Total Price Ex GST:	\$	
Adaptor for Projector: <i>(tick applicable box)</i>	<input type="radio"/> Yes <i>(this will increase the purchase price)</i> <input type="radio"/> No, I will purchase my own <input type="radio"/> No, not needed	
3 year Warranty: <i>(tick applicable box)</i>	<input type="radio"/> Yes, include 3 year warranty in my notebook	
	<input type="radio"/> No, I don't want to include a 3 year warranty. <i>I am aware that I am responsible for organising my own repairs to the notebook. This includes discussions with the supplier whether the repairs have to be made free of charge and delivery to and from the repair location (see section Notebook, article 2.4)</i>	
<input type="radio"/> I have read and agree to the guidelines and rules as set in Policy Procedure ITP003. <input type="radio"/> The ordered electronic device is according to my request. <input type="radio"/> I agree to the FRSA deducting any outstanding amount under this agreement from my wages upon my resignation without any further notice.		Fortnightly deduction (minimum of \$25): \$ _____
Date: / /		Signed:
Please complete page 5: Portable Electronic Device Declaration Form.		

<p>Additional Refund: <i>Only complete if applicable:</i> I would like to apply for an additional refund for the following reasons:</p>
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AUTHORISATION:	
Principal (only if additional refund is requested): I agree with the request of the employee for an additional refund. In my opinion the additional refund should be:	\$
Date: / /	Signed:
Administration Manager:	<input type="radio"/> Salary Sacrifice <input type="radio"/> Total Board Refund \$ _____ <input type="radio"/> GST exempt <input type="radio"/> Once off amount to be deducted: \$ _____
Date: / /	Signed:

IT DEPARTMENT: (Order Confirmation)
Signed:

PAYROLL:	
Fortnightly amount to be deducted: \$	
Date first deduction: / /	
Date last deduction: / /	Amount last deduction: \$ _____
Schedule set up in Electronic Device system: / /	
Copy in employee file: / /	

Application Form for the Purchase of a Tablet (via Salary Sacrifice)



FREE REFORMED SCHOOL ASSOCIATION

My heart I offer to You Lord - promptly and sincerely

Use this form for the purchase of a tablet

EMPLOYEE:	
Name:	
School:	FTE:
Requested tablet:	
Total Price Ex GST: \$	
<input type="checkbox"/> I have read and agree to the guidelines and rules as set in Policy Procedure ITP003. <input type="checkbox"/> The ordered tablet is according to my request. <input type="checkbox"/> I agree to the FRSA deducting any outstanding amount under this agreement from my wages upon my resignation without any further notice.	Fortnightly deduction (minimum of \$100): \$ _____
Date: / /	Signed:
Please complete page 5: Portable Electronic Device Declaration Form.	

AUTHORISATION:	
Administration Manager:	<input type="checkbox"/> Salary Sacrifice <input type="checkbox"/> GST exempt
Date: / /	Signed:

IT DEPARTMENT: (Order Confirmation)
Signed:

PAYROLL:	
Fortnightly amount to be deducted (min \$100 per fortnight): \$	
Date first deduction: / /	
Date last deduction: / /	Amount last deduction: \$
Schedule set up in Electronic Device system: / /	
Copy in employee file: / /	

Application Form for the Purchase of a Mobile Phone (via Salary Sacrifice)



FREE REFORMED SCHOOL ASSOCIATION

My heart I offer to You Lord - promptly and sincerely

Use this form for the purchase of a mobile phone

EMPLOYEE:	
Name:	
School:	FTE:
Requested mobile phone:	
Total Price Ex GST: \$	
<input type="radio"/> I have read and agree to the guidelines and rules as set in Policy Procedure ITP003. <input type="radio"/> The ordered phone is according to my request. <input type="radio"/> I agree to the FRSA deducting the total amount under this agreement from my wages.	
Date: / /	Signed:
Please complete page 5: Portable Electronic Device Declaration Form.	

AUTHORISATION:	
Administration Manager:	<input type="radio"/> Salary Sacrifice <input type="radio"/> GST exempt
Date: / /	Signed:

IT DEPARTMENT: (Order Confirmation)
Signed:

PAYROLL:
Lump sum amount to be deducted: \$
Date deduction: / /
Schedule set up in Electronic Device system: / /
Copy in employee file: / /

Portable Electronic Device Declaration Form



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Section 1 and 2 of the following declaration is to be completed and submitted on each occasion that a salary sacrifice claim is made for a **portable electronic device**. The declaration is to assist the FRSA in determining if the purchase is 'primarily for use in the employee's employment' at school as per ATO criteria.

Requests may be declined if it is determined that the device is not being provided primarily for school use.

Section 1 EMPLOYEE'S DECLARATION¹

I, _____

(Employee name)

Declare that the items claimed in section 2 are primarily for work-related use and state the following:

1. *The reason the item(s) are being requested*

2. *The type of work performed by the item(s)*

3. *How the use of the item(s) relates to your employment (see note below*)*

4. *Do you have a substantially similar portable electronic device provided for work-related purposes by the FRSA? If yes, please provide details below (note that this will normally preclude you from salary sacrificing for a similar item).*

Employee's Signature: _____

Dated: / /

Section 2 PRINCIPAL'S CONFIRMATION

I, _____

(Principal name)

Declare that the statements made by the employee in section one above are correct and confirm that the items claimed are provided primarily for use in the employee's employment.

Principal's Signature: _____

Dated: / /

¹) The declaration is a document with legal effect and will need to be provided to the Australian Taxation Office in the event of an audit. If either the Australian Taxation Office or Auditor General contests the validity of the employee's claim in the future, any additional Income and/or Fringe Benefit Tax, or penalties, interest or additional charges that may be applied, are the responsibility of the employee.