

BOOKSHOP 2023 Q2 WORKING FROM HOME BUNDLE PAYROLL DEDUCTION AUTHORITY AND PURCHASE AGREEMENT



Fixed Term and Continuing Employees only (not available to casual employees)
Terms and Conditions apply - see bookshop.cqu.edu.au/terms.asp for details

1. EMPLOYEE

Payroll Number Bookshop Account (if different)

Family name
Given names
Department

2. DEDUCTION AND PURCHASE AGREEMENT (SELECT ONE OPTION)

OPTION A: Single Display Solution

Fortnightly Deduction minimum \$20 per fortnight to cover
Total to Deduct 12-month agreement)

OPTION B: Dual Display Solution

Fortnightly Deduction minimum \$47 per fortnight to cover
Total to Deduct 12-month agreement)

I **authorise** the above amount from the option selected to be deducted from my fortnightly pay from the next payroll date after processing until the amount is paid in full. I understand that if I cease employment with the university, any outstanding balance will be deducted from my final salary payment. If my final salary payment is insufficient to cover the outstanding debt, I will liaise with the Bookshop to make alternate repayment arrangements within 30 days or my account will be passed to the CQUniversity Australia Finance Division for debt collection. I have read and fully understand the CQUni Bookshop Terms and Conditions (see above) and agree to abide by them.

I **also authorise** the purchase of goods nominated (Option A: 24" Dell IPS monitor, Microsoft Keyboard and Mouse) or (Option B: 2 x 24" Dell IPS monitors, Dell Docking Station, Microsoft Keyboard and Mouse) from CQUniversity Bookshop, inclusive of GST and delivery to residential or business addresses within Australia. I understand that this agreement is dependent on stock availability and that the full amount of the purchase must be paid within 12 months. I understand that CQUniversity Bookshop is not responsible for service and support of this purchase beyond that required by Australian law.

Employee signature

Date

Email application to bookshop-promotions@cqu.edu.au (where possible please use your CQUniversity email account to submit your application)

Alternatively post your application to **Bookshop Accounts, Building 35, Bruce Highway, Rockhampton North QLD 4701**

Delivery Address Line 1 (or write Rockhampton Campus Store):			
Delivery Address Line 2:			
Delivery Address Line 3:			
Town/City	Mobile Contact (required:)	State	Postcode

BOOKSHOP USE ONLY

INVOICE/CUSTOMER NUMBER

INVOICE ATTACHED

DEDUCTION CHECKED
AND AUTHORISED

DATE

> SCAN AND EMAIL TO PAYROLL@CQU.EDU.AU FOR PROCESSING

PAYROLL USE ONLY

ENTERED

DATE

CHECKED

DATE

FNE