

St. Norbert College Employee Computer Loan Application

Employee Name (SNC employees only): _____

Home Address: _____

Department: _____

Amount Requested: \$ _____ Date of Request: _____

Description and cost of computer to be purchased:

A copy of the invoice must be attached to this loan application for consideration. Once received, the application will be reviewed and signed by Information Technology Staff and the Vice President of Business and Finance, then forwarded to the Business Office for processing and payroll deduction. This interest-free loan will only be available for half the purchase price of the computer and components, with a \$1500 maximum. Payroll deduction repayment will be based on equal payments over a two-year period.

Applicant's Signature

Date

Information Technology Staff Signature

Date

Signature of the V.P. of Business and Finance

Date

Return this form with a copy of the invoice to Rob Downard in Information Technology Services Cofrin 119.