

## Loyola College in Maryland Computer Sales Program Loan Application

Date: \_\_\_\_\_

Full Time: (check one)

Faculty

Name: \_\_\_\_\_

Staff

Administrator

ID Number: \_\_\_\_\_

Length of Loan Requested: (three year maximum) \_\_\_\_\_ months

Please list items for which loan funding is requested in the table below.

Item	Description	Quantity	Unit Cost	Total Cost
1				
2				
3				
4				
5				
6				
7				
8				
<b>Grand Total:</b>				

Forward this form and copies of receipts and item descriptions to the Help Desk at Technology Services for approval of the eligibility of the purchase for loan funding. Technology Services will approve qualified items up to a \$3,000.00 total limit for loan funding and forward this application to Student Administrative Services (SAS) for final processing. Once the loan check is available, SAS will contact you to execute a promissory note in the amount of the loan check and issue that check to you. Please allow at least one week for processing. You may refer to the Technology Services or SAS web pages for more details regarding this program.

Approved By: \_\_\_\_\_

Technology Services

Amount: \$ \_\_\_\_\_