

EMPLOYEE COMPUTER PURCHASE Loan Application

1. EMPLOYEE APPLICATION:

Employee to complete this section and submit to Financial Services

Employee Name:		Employee ID:
Department/Division:		Campus:
Work Phone #:	Email:	
Estimate of Total Purchase Cost:*	Deposit Amount (min \$500):	
Requested length of repayment period: <small>NOTE: Maximum of 24 months, or the employee's contract end date as outlined in the Employee Computer Purchase policy AD-F2.04</small>		

*Please attach quote which includes detailed breakdown

Submit form to accountant@cnc.bc.ca once completed.

Applicants will be notified if their application is approved or denied within five business days.

Receipts for purchased equipment must be submitted within 30 days from the date of notification of pre-approval.

Employee's Signature: _____ Date: _____

2. LOAN PRE-APPROVAL:

Financial Services to complete this section

LOAN ESTIMATE CALCULATOR		
Deduction Worksheet		
	Quote or estimate total	\$
Less	Down Payment (Minimum \$500)	\$
Equals	Cheque requisition amount - total loan to be repaid	\$
Divided by	Pay periods over which the loan will be repaid (max 48 pay periods)	
Equals	Deduction per pay period	\$

- Loan Approved
- Loan Waitlisted
- Loan Denied

Director of Finance

Pre-approval

Name: _____

Signature: _____

Date: _____