

COMPUTER PURCHASE LOAN NOTE

I, _____, _____
Name **Employee ID#**

promise to reimburse Mott Community College the sum of \$_____,
which is being advanced to me for the purchase of a computer and a one-time
administrative fee of \$_____ to be added to my first payroll deduction.

I understand that the repayment schedule is for a **maximum** of **two years** through payroll
deductions. I agree that if I am on unpaid leave that I would send monthly payments to
the college to cover my obligation. I understand that if my employment at the college is
terminated for any reason the total balance is due at the date of termination. I also
authorize the withholding of my final pay, and any other payments I receive in
conjunction with my termination, go toward paying the balance due.

Signature

Date

Approval: _____
Financial Officer-MCC

Repayment Schedule:

Previous balance: \$ _____

Current loan: \$ _____ **(Check amount)**

Total Amount Advanced: \$ _____

Payment Amount: \$ _____

Final Payment Due: _____