



Computer Purchase Loan Payroll Deduction Authorization

Nichole Woods
Director of
Accounting
x20527

Required:

1. The Computer Purchase Loan Note and a quote or receipt listing computer and components must accompany this document.
2. Form and documentation must be delivered to the Accounting Department.

I, _____, _____,
 (Full Name) (Employee ID#)
 hereby authorize Mott Community College (MCC) to deduct the sum of \$_____ from
 each pay check, beginning on _____ and continuing for
 _____ pay periods to satisfy the obligation of the contracted amount of
 \$_____ for the purchase of a computer.

If my employment at the college is terminated for any reason, the total balance of the loan is due on the date of my termination. I also authorize the withholding of my final pay and any other payments I receive in conjunction with my termination to go toward paying the balance due. If I choose to use a quote and do not turn in the receipts after the purchase of if the receipts are less than the quote and the college has not been paid the remaining balance, after 90 days I authorize MCC to start deducting the amount of the loan with no proof of receipt over the next six (6) payroll cycles.

I have read and agree with the terms above, as well as those outlined in the Computer Loan Program document.

Signature

Date