



Computer Purchase Loan Note

Nichole Woods
Director of
Accounting
x20527

Required:

1. The Payroll Deduction Authorization 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#)
 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 (2% of loan, minimum \$30) 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.

Hold for pick up? No Yes – Contact: _____
 (Name & Phone)

 Signature Date

 Approval - Director of Accounting or CFO Date

Receipt Quote Email Sent for Quote Reminder Email Sent _____

Repayment Schedule:

Previous Balance \$ _____
 Current Loan \$ _____ (Check amount)
 Total Amount Advanced \$ _____
 Payment Amount \$ _____
 Requisition # _____