



Carleton
UNIVERSITY

Computer Purchase Internal Loan Program Pre-Authorization

PART 1

Employee Name: _____

Employee ID: _____

Department: _____

Phone (local): _____

PART 2

Vendor: _____

Purchase Price: _____

HST: _____

Total Purchase: _____

Term Required: _____ (must be 1,2 or 3 years)

Business Office Approval: _____

ONLY ONE LOAN PER EMPLOYEE (FACULTY & STAFF), UNTIL PAID IN FULL. Please refer to Human Resources Policy, E.13 Policy on Laptops & Microcomputer Purchase Loans

For Business Office use only

Schedule prepared: _____

Interest Rate: _____

Loan Payment: (per pay) _____

*** Employee to complete Part 1 and enter Term Required .Fax to Purchasing Services at 613-520-3966**