



- *This form must be completed by the employee and submitted to the IT Department for approval.*
- *Employees applying for a computer loan must have completed one year of employment at the College and three years since the last request.*
- *Loans should be settled in 12 installments or by September, whichever comes first.*

Employee Name

Date

Position Admin Faculty Staff

Engagement Date

School/Office

Computer Description

(Attach relevant documents, e.g., quotation)

Brand: _____

Description / Specifications: _____

Price: _____

Payment Methods

Monthly payments till the end of this academic year

Over the ____ coming months

Employee

Signature

Date

Approved by

IT Manager

Signature

Date

VP for Administration

Signature

Date