

# **LONG ISLAND UNIVERSITY**

## **Faculty Computer Loan Guidelines**

**Amount:** The Office of Information Technology, with the support of the Vice President's office, will offer full-time faculty an opportunity to obtain a two (2) year interest-free loan up to a maximum of \$2,400.00 (with a minimum of a \$100/month payroll deduction payback policy).

**Eligibility:** The loan program is available to full-time faculty only. Certain exclusions apply to visiting faculty.

**Additional Faculty Loans:** Full-time faculty who have already taken a loan and purchased equipment can apply for an additional loan for the purchase of upgraded equipment every three- (3) years. The maximum loan amount is still \$2,400.00.

**System Specifications:** We strongly encourage faculty to purchase a laptop including a network interface card so it can be used with the Internet/WWW on campus.

**LONG ISLAND UNIVERSITY**  
**Faculty Computer Loan Request Form**

<b>Name</b>	<b>Social Security Number</b>
<b>Address</b>	
<b>Center</b>	<b>Department</b>
<b>Rank/Title</b>	<b>Tenure</b> <div style="text-align: right; padding-right: 20px;">Yes          No</div>
<p><b>To:    Treasurer</b></p> <p><b>From: _____</b></p> <p>This is to request a computer loan in the amount of \$_____. I understand Deductions will be made from my salary checks to repay this loan in accordance with the Schedule shown below. Should I leave the employ of the University before the loan is paid in Full, the University will deduct the full balance from my final check(s). I have read and Understand the attached loan guidelines and conditions and agree to all terms.</p> <p style="text-align: center;">_____</p> <div style="display: flex; justify-content: space-around;"> <span>Date</span> <span>Signature</span> </div> <p><b>Repayment Schedule (Payments must be a least \$100/month, beginning with the month Following the loan.)</b></p> <p><b>Monthly Payments to be Deducted:          \$ _____</b></p> <p><b>Mailing Instruction</b></p>	
<b>CIO Approval</b>	<b>Date</b>
<b>Office of Academic Affairs Approval</b>	<b>Date</b>
<b>Treasurer's Approval</b>	<b>Date</b>
<b>Payroll Department</b>	<b>Recorded by</b>
<b>Date</b>	<b>Account Number</b>