

BUTLER UNIVERSITY
PERSONAL COMPUTER LOAN PROGRAM CERTIFICATION

I certify that I meet the eligibility requirement marked below: (check one)

_____ I am a Faculty member.

_____ I am a Staff member who is directly associated with Butler University's academic mission and am not employed on a temporary basis, employed as a contractor or acting as a consultant on behalf of Butler University.

I certify the following: (check and initial)

_____ I am a full-time Faculty or a full time Staff member. I understand that the computer I am purchasing is to be used for personal use only.

_____ I have been employed by the University for at least nine months.

_____ I am a part-time Faculty-Staff member. I understand that the computer is for personal use only. I have been employed by Butler University for at least eighteen months averaging a scheduled twenty hours per week.

I am a _____ 9 month _____ 10 month _____ 12 month employee

I am paid on a _____ bi-weekly _____ monthly

I am on contract. _____ (yes/no) If yes, term date of contract is _____.

By signing below, I certify that

- The products I am purchasing are for my personal, educational and/or research use.
- I will not purchase more than one computer through the Personal Computer Loan Program each fiscal year (June 1-May 31).
- Counting this Loan, I have no more than two computer loans outstanding (full-time); one computer loan outstanding (part time).
- I understand the loan is due and payable in full upon my termination from the University.

Individual's Signature

Date

Individual's Name (print)

Butler Phone Number

Approver's Signature
VP, AVP, Dean or Executive Director

Approver's Business Phone

Approver's Name (print)

This section is filled out by the Office of the Vice President for Finance and Administration.

Is there a current loan balance? _____

Amount: _____

Loan approved by: _____

Max Loan Amt: _____