

**BUTLER UNIVERSITY**  
**PERSONAL COMPUTER LOAN PROGRAM CERTIFICATION**

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**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)

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***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: \_\_\_\_\_