



PURCHASING

REQUEST FOR COMPUTER LOAN
Updated 2/29/2024

NAME: _____

DATE: _____

DEPARTMENT: _____

DATE OF HIRE: _____

Have you received a computer loan? No Yes. If Yes, date of last loan _____

Eligibility Requirements:

1. Computer loans are available to all employees hired before June 30, 2023 (regardless of funding source) who are .50 FTE or greater.
2. The employee must be employed with Western Nevada College for one year or more and have received a satisfactory or above rating on their last evaluation.
3. The Request for Computer Loan list is maintained on a first come, first served basis.

Terms:

1. Maximum loan amount of the computer purchase price **or** \$1,500.00 whichever is less.
2. The repayment period will be:
 - a. Professionals – 12 months
 - b. Classified – 18 months
3. Payments must be made by direct payroll deduction each payday.
4. If an employee resigns or is terminated from the college, repayment agreement will remain in effect with payments to be remitted to the Controller’s Office in accordance with the repayment terms.
5. The loan may be applied to the purchase of computer hardware and software. Only one computer per loan may be purchased.

I have read and understand the above eligibility requirements and terms.

Signature

Date

Purchasing Department use only: Date receive and added to list: _____ Date Loan issued: _____
