# LOAN AUTHORIZATION FORM

|  |  |
| --- | --- |
| short-term Loan | Loan-term Loan |

(Check applicable type of loan.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Auxiliary Enterprise/Service Unit | | | | |
|  | Requesting Loan: |  | | |
|  | (include name and department number) |  | | |
|  |  |  | | |
| Department that is loaning the funds: | |  | | |
|  | (include name and department number) |  | | |
|  |  |  | | |
| Terms of the Loan: | |  | for |  |
|  | (include amount, length of loan |  | | |
|  | and interest rate) |  | | |
|  |  |  | | |
| Purpose of loan: | |  | | |
|  | (provide criteria for loan) |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |

## REQUIRED APPROVALS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Requested by: | | |  |  | \* | Controller Approval: |  |
|  | | |  |  |  |  |  |
| Date: | | |  |  |  | Date: |  |
|  | | |  |  |  |  |  |
| Loaner: | | |  |  | \*\* | Vice-President/President Approval: |  |
|  | | |  |  |  |  |  |
| Date: | | |  |  |  | Date: |  |
|  | | |  |  |  |  |  |
|  | \* | Short-term loans require Controller’s approval only. | | | | | |
|  |  |  | | | | | |
|  | \*\* | Long-term loans require the Vice President’s approval unless in excess of $75,000, in which case | | | | | |
|  |  | the approval of the President and the Board of Regents shall be required. | | | | | |