# LOAN AUTHORIZATION FORM

|  |  |
| --- | --- |
| **[ ]** short-term Loan | **[ ]** Loan-term Loan |

(Check applicable type of loan.)

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| 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. |