



## COMPUTER & LAPTOP LOAN APPLICATION FORM FOR NON-PERMANENT FACULTY

### PERSONAL INFORMATION

Name: \_\_\_\_\_ USC ID No. \_\_\_\_\_  
Department: \_\_\_\_\_  
USC Email Address: \_\_\_\_\_

### COMPUTER/LAPTOP DETAILS

Brand: \_\_\_\_\_ Model: \_\_\_\_\_  
Supplier: \_\_\_\_\_ Price: \_\_\_\_\_  
Number of months to pay (maximum of 5) \_\_\_\_\_ **Attach current Employment Contract.**

### AUTHORIZATION TO DEDUCT FROM SALARY & ACCOUNTABILITY STATEMENT

I am authorizing Finance Office to deduct the monthly amortization of my computer or laptop loan based on the terms specified above and on the Guidelines for Online Infrastructure Support for Faculty Members.

I will take full responsibility on the loaned computer or laptop unit until the principal amount shall have been fully paid and my accountability for this continues even in the eventuality of damage and/or physical loss while in my custody. This computer or laptop will serve as the collateral to my loan until its full settlement.

Endorsed by:

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Signature Over Printed Name (CHAIR)

\_\_\_\_\_  
Signature Over Printed Name (DEAN)

### VERIFICATION & APPROVAL

Verified by:

Approved by:

LARA MAE SARVIDA  
Head, Internal Audit

FR. ARTHUR Z. VILLANUEVA, SVD  
Vice President for Finance