



COMPUTER & LAPTOP LOAN APPLICATION FORM FOR 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 12) _____

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