

<b>Number:</b>	FIN-310
<b>Title:</b>	Loan Request for Purchase of Computer Equipment
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	April 25, 2018
<b>Approved:</b>	April 25, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## **1. Objective**

This regulation defines Saint Paul University's policy regarding employee requests for loans for the purchase of computer equipment.

## **2. Regulation**

Cash advances to Saint Paul University employees will be made only for purchases of computer equipment.

## **3. Application rules**

- 3.1 Loan requests may only be made by full-time employees of Saint Paul University.
- 3.2 All purchases must be made through Saint Paul University's Computer and Distance Education Services.
- 3.3 Each purchase must be of at least \$1,500.
- 3.4 The total amount of a loan shall not exceed \$5,000.
- 3.5 The repayment period shall not exceed 24 months through payroll deductions.
- 3.6 In the event of a termination of employment, any outstanding loan amount must be repaid in full.