

Number:	FIN-310
Title:	Loan Request for Purchase of Computer Equipment
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	April 25, 2018
Approved:	April 25, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	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 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.