



## Faculty Computer Loan Program

The Faculty Computer Loan Program is available to all tenure track and tenured faculty members. The loan is for three years, at no interest, from a minimum of \$1000 to a maximum of \$3,000.00. Repayment of the loan is handled via payroll deductions.

The loan procedures are as follows:

- 1) faculty submits an intent to purchase a computer to their Dean by e-mail or letter;
- 2) obtaining the Dean's approval, faculty forwards the Dean's approval to seek approval from Kat Weaver, Associate Provost for Faculty Affairs, who will notify the faculty regarding the status of the request; if the request is approved, faculty will be asked to obtain quotes;
- 3) faculty obtains quotes on store letterheads, printouts from a website, or from printed advertisements
- 4) faculty obtains the Loan Agreement Form from the Provost Office website <http://academics.lmu.edu/provost/resources/facultyresources/>
- 5) faculty meets with Ms. Kristi Shintaku, Loan Office Supervisor (ext. 87516) in the Controller's Office who will determine the loan amount and payment schedule and complete the Loan Agreement, which then must be notarized (if married, the spouse's signature must be included);
- 6) after the Loan Agreement is notarized, the faculty member must personally submit the Agreement to Ms. Shintaku; within five (5) working days she will arrange to have a check for the appropriate amount made out to the faculty member;
- 7) after purchasing computer hardware, the faculty member is required to send a copy of the original purchase invoice to Ms. Shintaku.

You may purchase a computer from the retailer of your choice. ITS recommends that you decide on a price limit then shop around. Many retailers will meet or beat their competitors' prices so bring the printed ad along with you while you shop. Retailers listed below provide educational discounts:

- HP Computers <https://www8.hp.com/us/en/solutions/education/pcpromotions.html>
- Dell Computers <https://www.dell.com/en-us/shop/delluniversity/ab/delluniversity>
- Apple Computers [https://www.apple.com/us\\_educ\\_104289/shop/back-to-school](https://www.apple.com/us_educ_104289/shop/back-to-school)
- JourneyEd <http://www.journeyed.com/>

For further information about the Computer Loan Program contact:

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