

UCF INSTITUTIONAL LOAN REQUEST

COMPLETED BY DEPARTMENT/UNIT

UCF procurement rules apply to any purchase.

Name of Department/Unit: _____

Requestor's Name: _____ Title: _____

Email: _____ Phone: _____ Fax: _____

Department for Deposit of Loan Proceeds: _____

Department for Loan Payments: _____

Purpose of and Justification for Loan: (Include equipment description, proposed location, vendor name and address, etc. Attach additional pages as necessary.)

Amount Requested: _____

If you have questions about procurement rules, contact Purchasing, purchdep@ucf.edu, for quote/bid requirements.

Repayment Funding: (Please describe how you will repay this loan.)

Repayment Terms

Requested Time to Repay: _____

Payments will be made quarterly with the first due by the end of the first quarter after the loan has been disbursed. For instance, if a loan is disbursed January 1, the first payment for is due by June 30.

Borrower understands and agrees to these terms.

Additional Notes/Comments

Dean/VP* Approval:

Name/Title (Printed)

Signature

Date

**In the event the applying unit fails to pay according to the agreement terms, the unit associated with the Dean/ VP who signed above will assume the obligation.*

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COMPLETED BY BUDGET PLANNING & ADMINISTRATION

Reviewed by: _____ Date: _____

Review Notes:

Purchasing Coordinator/Buyer: _____

Vendor Selection: (Contract, bid, sole source, etc.) _____

Loan Number: _____ Stated Rate: _____ *Effective Rate: _____
*Rate with compounding

Approval(s)

Associate Provost for Budget, Planning, and Administration/Associate Vice President for Finance:

Name (Printed) Signature Date

Provost/Executive Vice President:

Name (Printed) Signature Date