

# **Foundation Loan**

## **Summary**

The university's procedure on providing foundation loans to new employees.

## **Purpose**

To provide guidance to employees on applying for foundation loans.

## **Procedure**

Foundation Loans

Employees who have been working at CSU for at least 6 months may request interest-free loans from the University Foundation for up to \$1,000 to purchase a personal computer for professional use and development. The letter of request and Computer Loan Application must be addressed to the immediate supervisor. If the supervisor approves the request, it is forwarded to the appropriate Vice President for approval. With the Vice President's approval, the loan is recommended to the Foundation Board. Repayment of the loan is made through payroll deductions

## **Related USG Policy**

N/A

## **Last Update**

N/A

## **Responsible Authority**

CSU Human Resources