

INTERNAL LOAN APPLICATION

(To be completed by Faculty / Department)



Supporting Information Required with Internal Loan Application:

- I. Business Case
- II. Schedule of Cash Flows for Debt Service Payments
- III. Interest rate quote received from Financial Services

Project Description:					
Total Project Cost:					
Borrower: (Faculty / Department)					
Main contact:	Name:				
	Position:				
	Telephone:				
	E-mail:				
Loan Amount:					
Date project will be presented for approval:					
Loan Term:					
Interest Rate:	Contact Financial Services via e-mail at financial.reporting@queensu.ca for interest rate quote. Attach quote to this loan application.				
	E-mail must include amount of loan being requested and term of the loan.				
Source of Repayment:					
Chartfield information for Loan repayment	FUND	DEPARTMENT	PROGRAM	CLASS	PROJECT

By signing below, I submit a request for an internal loan and accept the standard terms and conditions of the internal loan program. I have attached the required supporting information required with this Internal Loan Application.

Department/Unit Head signature

Print Name

Date

Forward completed loan application to:
Financial Services
Rideau Building
Electronic copies can be submitted to: financial.reporting@queensu.ca

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Internal Loan Review (For Financial Services use only)		
	Approved	Declined
Signature	<hr/>	
	Associate Vice-Principal (Finance)	
If loan is declined, attach additional information to explain.		
Loan Control #:		
Comments:		