

# 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

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

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](mailto:financial.reporting@queensu.ca)**

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