

AMERICAN UNIVERSITY OF BEIRUT

EMPLOYEE LOAN/PAYROLL ADVANCE APPLICATION

Employee's Name (Full):	Department:
Date of Appointment:	Payroll Number:
Work Location:	Work Telephone:
Home Address:	Home Telephone:
Purpose for Requesting the Loan/Advance:	Amount Requested:
	Any Request or Further Information considered Relevant :
<p>I certify that the above mentioned information supplied by me is correct and complete as to fact, and accurately describes my situation. I have read and understand the guidelines of the Employee Loan Policy. I understand that the outstanding balance of the loan is payable in full in the event I am separated from university employment, and I hereby authorize the University to recover such balance from any sum due to me by the University upon my separation from university employment.</p>	
Employee Signature:	Date:
<p>Approved by:</p> <p>.....</p> <p>Chairperson of Academic Department or Supervisor</p> <p>.....</p> <p>Vice President</p> <p>.....</p> <p>Dean, Director of School, or Head of Administrative Department</p> <p>.....</p> <p>President</p>	

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