

DENISON UNIVERSITY

NAME: \_\_\_\_\_

APPLICATION FOR SALARY CASH  
ADVANCE FOR PROFESSIONAL  
DEVELOPMENT THROUGH COMPUTER  
PURCHASE PLAN

DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

INSTRUCTIONS

- I. Complete application elements that follow.
- II. A Request for Payment form must be completed. Specify on request for payment number of months over which you wish salary cash advance to extend.
- III. Show amount of advance desired up to \$2500 on request for payment recognizing that length of contract is limiting if under 36 months.
- IV. Submit quotation on vendor letterhead with application.

GENERAL

- I. Will this purchase be your first acquisition of a personal computer?      Yes      No
- II. What type of equipment do you anticipate purchasing?

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PROFESSIONAL  
DEVELOPMENT USE(S)  
THAT HARDWARE  
PURCHASES WILL  
ENABLE

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