Employee name:
Department:
Supervisor:

LOAN REQUEST

Questions:

1. - Prior Loan History? (Note: An employee is not eligible for a loan within a 12 month period following the approval date of last loan).

Answer:

2. - Amount requested? (Note: Maximum allowed is $1,000)

Answer:

3. - Reason(s) for the loan? (What's the nature of the ***EMERGENCY***?)

Answer:

4.   - How much will the employee want deducted weekly? (Note: We typically look for a minimum 10 week payback)

Answer:

5. – Employee tenure? (Note: Employee must be with us at least 6 months to be eligible)

Answer:

6. - Manager's recommendation (Employee in good standing: No conduct or Absentee history)

Answer:

Note: -Management reserves the right to deny any request, even if all the aforementioned conditions are met.
- I will review and submit it to HR, with my recommendation, for their final approval.
- Upon determination, the employee's manager is then notified.
- If the request is approved, and unless otherwise instructed, the manager should inform the employee and have her/him speak with HR to receive the check (mgmt should coordinate with HR as to what date the check will be ready for pick-up).