

CITY OF GARDENA
GEPCO LOAN APPLICATION

EMPLOYEE NAME: _____ CITY TELEPHONE EXT. _____

DEPARTMENT: _____ DIVISION: _____

HAVE YOU RECEIVED A GEPCO LOAN PREVIOUSLY? YES NO

IF YES, DATES PAID OFF: 1ST _____ 2ND _____ 3RD _____

Transaction Type: New Computer Add to Existing System Received Prior GEPCO Loan

How long have you been employed with the City?

One year or less 2 - 5 years 5 - 10 years over 10 years

Do you presently use a computer in your regular work assignments? YES NO Anticipated

Please specify the type of computer hardware, software, and peripherals you are intending to purchase.

Projected Cost of Purchase: _____ Loan Request Amount _____

NOTE: The maximum loan is for \$2,000. All cost over this amount will be entirely the employee's responsibility.

DEPARTMENT HEAD'S CERTIFICATION:

The GEPCO loan is repaid over a maximum of 36 months. To the best of your knowledge will this employee likely continue employment with the City for the next three (3) years?

DEPARTMENT HEAD'S SIGNATURE: _____ DATE: _____

EMPLOYEE CERTIFICATION:

I understand that repayment of the GEPCO loan is through payroll deduction for a maximum of three (3) years. I hereby request consideration for a GEPCO loan for the purchase of a home personal computer system and if approved certify my intent to repay the loan within the guidelines established.

EMPLOYEE'S SIGNATURE: _____

APPLICATION DATE: _____