

The University of Chicago

Request for Capital Project Internal Loan

I. TO BE COMPLETED BY DIVISION/UNIT

Division/Unit requesting Internal Loan: _____

Amount Requested: _____

Purpose of Internal Loan:

Repayment Source:

Describe source of funding i.e. gifts, recharges, operating revenue etc.

Repayment Terms Requested:

Interest Rate: Weighted Average External Interest Rate

Maturity: _____

Payments:

Monthly _____ Quarterly _____ Annually _____

First Scheduled Payment Date: _____

Account numbers to be charged:

Please note that the funding source cannot be a federal grant or contract, or any account that recharges their costs to a federal grant or contract.

Principal: _____

Interest: _____

Internal Loan requested by:

Signature/Title

Date

Please send the original signed form to the Budget Office for review. The Budget Office will forward the form to the Vice President and Chief Financial Officer for approval.

II. TO BE COMPLETED BY THE OFFICE OF THE VP & CFO:

Comments:

Approved by:

Vice President and Chief Financial Officer

Date