



APPLICATION FOR PERSONAL COMPUTER ADVANCE

1. APPLICANT'S DETAILS

Surname.....First Names.....Age.....
 Residential Address
 Postal Address
 Grade and salary..... Employed as.....
 Employee ID Number.....Net salary as per latest salary advice Slip.....

2. Number of any advance received during the past twelve months, if any (give particulars):

Date	Amount	Purpose
.....
.....

3. Dates of previous advances for purchase of personal computers

4. DESCRIPTION OF THE PRODUCTS AND/OR SERVICES APPLIED FOR

I apply for an advance to purchase a personal computer and/or other accessories or services of which details are given below:

Product/Service	Make	Model	Price
CPU	P.....
Monitor	P.....
Laptop	P.....
Printer	P.....
Internet	P.....

Other (Specify)

..... P.....

..... P.....

Total cash invoice price of the computer P.....

Less Deposit paid by me P.....

Total advance required P.....

5. SUPPLIER'S DETAILS

Name and Postal Address of the Supplier

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Name and Postal Address of Internet Service Provider (if different).....

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6. APPLICANT'S UNDERTAKING

I wish to repay the amounts falling due in respect of the sum advanced to me, by.....monthly instalments (maximum is twelve months for Officers of Grade C4 and above, and fifteen months for Officers of Grade B1 and below). I understand that recovery of the advance will be effected by monthly deductions from my salary, commencing the subsequent month after payment.

I undertake and agree not to dispose of or transfer the computer unless I make and produce, to the Permanent Secretary, evidence of acceptable arrangements to repay the full amount of the outstanding balance of the Advance that was originally granted to me.

I undertake to pay the advance in full on leaving the Public Service.

Date: Signature of Applicant:

7. VERIFICATION OF THE APPLICATION BY ADMINISTRATIVE OFFICER OF THE DEPARTMENT

The details stated in this application have been verified and found to be correct. The Officer is eligible for the advance.

Verified by ID No.

SignatureDate

8. RECOMMENDATION OF HEAD OF DEPARTMENT

I certify that Mr/Mrs/Miss of Employee ID number is eligible for a computer advance.

I certify that the Terms of Service of the above-named are Permanent and Pensionable /Contract*and also that the officer has been confirmed in his/her appointment* or the commencement and duration of his/her contract is from to

I certify that his/her take-home pay, after deductions including the repayment instalment in respect of the advance applied for, is not less than forty percent (40%) of his/her basic salary.

I certify that this Officer qualifies for an advance to purchase personal computer.

I certify that payment of the monthly instalments will not cause, to the best of my knowledge, any financial embarrassment to the Officer.

I recommend that the application in respect of Mr/Mrs/Miss be approved in full or up to a limit of P..... *

*Strike out whichever does not apply.

Full name of Head of Department

Designation.....ID No.....

Signature..... Date.....

9. PERMANENT SECRETARY'S DECISION

Decision.....

Signature Name..... Date.....

10. ACTION BY ADMINISTRATIVE OFFICER OF THE DEPARTMENT (on issue of cheque)

Issued by.....Signature.....

Cheque Number..... Date.....

**Issue in triplicate: Employee's Ministry Department
Payment Voucher
DPSM**