



ALBANY LAW SCHOOL

SBA LOAN REQUEST FORM

Organization Name _____ **Date of Request** _____

Date Needed By _____ ***Date To Be Repaid By** _____

*Student Bar Association Constitution Article 3 Section 2- Interest-free loans will be available to SBA student groups and class years. These loans, with consent of the Senate, must be repaid in full at the date specified by the Senate. The purpose of a special loan is to provide “start-up” costs. Failure to re-pay the loan will result in penalization as deemed appropriate by the Senate membership.

REASON WHY THE LOAN IS NEEDED *(be specific)*

Total Amount Requested _____ **Check Should Be Paid To** _____

Student, Class of _____ Non-Student

Individual Making Request _____ **Signature** _____

Class of _____ **Email** _____ **Phone Number** _____

SBA EXECUTIVE TREASURER ONLY:

All necessary backup is submitted to VP for Enrollment Management/Student Affairs with request for verification

Notes _____ **Signature** _____

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS ONLY:

If applicable, denial of loan request referred back to SBA Executive Treasurer

Notes _____ **Signature** _____

BUSINESS OFFICE ONLY:

Retain photocopy of this request for record-keeping purposes and return rest of paperwork to SBA Executive Treasurer

Check Number _____ **Notes** _____ **Signature** _____