MURRAY STATE UNIVERSITY FOUNDATION
100 NASH HOUSE
MURRAY, KY 42071-3316

I. Temporary Loan Request:

A. Name (print) _____

B. Amount of Loan _____

C. Purpose for which loan is requested, check one:
☐ Travel Loan ☐ Payroll Loan ☐ Other (Explain) _____

D. Date of event for which loan is requested _____

E. Source of funds to be used for repayment of loan, check one:
☐ Travel Reimbursement Check ☐ Salary Check ☐ Other (Explain) _____

F. Name and title of University official recommending the granting of this loan

_____

For Office Use Only

G. Loan Request: _____ Approved
_____ Disapproved

_____
President or Treasurer
MSU Foundation

I. Promissory Note:

For value received, I promise to pay to the order of Murray State University Foundation, the sum of _____Dollars ($) when the check for which the loan was obtained is issued or on or before fifty (50) days from date of note, whichever is earlier, payable at the office of the MSU Foundation, located at 100 Nash House, Murray State University, Murray, Kentucky.

No interest shall be due and payable in the event said principal is paid on or before the due date. If said sum is not paid when due, then interest thereon shall be due and payable at the rate of twelve (12) percent per annum from the due date until paid.

For Office Use Only

Date of Promissory Note

Date Due: Date of issuance of reimbursement or payroll check or 50 days from date or Promissory Note whichever is earlier

Check No.

Signature

Department

Title

Home Address

Home Phone/Office Phone

Receipt Signature *Date*