

# SIMPSON COLLEGE



## Regalia Purchase Agreement

I, \_\_\_\_\_, elect to use the interest free loan program for the purchase of my regalia. I hereby authorize SIMPSON COLLEGE to deduct the total amount of \$\_\_\_\_\_ from my salary in 12 equal installments beginning with the pay period after the receipt of the order, which will be \_\_\_\_\_, 20\_\_\_\_\_.

If I should for any reason leave my employment at SIMPSON COLLEGE, I agree to pay the remaining balance and authorize SIMPSON COLLEGE to satisfy the remaining amount through payroll as a deduction on my last payroll (remittance) check from SIMPSON COLLEGE. However, in the event my last payroll (remittance) check is not sufficient to cover the remaining balance, I will pay the difference at the time of my exit interview.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Send completed form to the Payroll Coordinator.