



**PROMISSORY NOTE TO REPAY
THE CITY OF LAKE FOREST
FOR COMPUTER PURCHASE**

I, _____, acknowledge The City of Lake
Print Name

Forest has expended City funds to assist in the purchase of computer hardware/software for my personal use at home. This financial assistance from the City is to enhance any and all computer training that I may receive as part of my job with the City. I acknowledge that this does not construe that the City expects non-exempt to perform City work from home.

I further acknowledge that I must repay all monies that the City expended to assist me in purchasing computer hardware/software. I understand that by signing this agreement I agree to repay the City through payroll deduction. I also understand that the maximum repayment period is no longer than 24 months (52 payments) from the date of reimbursement by the City.

I understand that I must complete repayment to the City prior to termination. I agree to allow the City to deduct any remaining monies due from my last paycheck at the time of termination and to repay any difference if I have not completed repayment.

Print Name

Signature

Date

Amount to be Repaid

Period of Repayment

Amount of Payroll Deduction