

PROCEDURE

Effective Date: 6/7/07

Approved By: Vice President George Pierce

Authority: RCW 28B.15.600; RCW 28B.63; SAAM 85.54

Cancels:

See Also: POL-U5352.05

PRO-U5352.03I**PROCESSING PERKINS LOAN PROMISSORY NOTES****Action by:**

Financial Aid

Loans & Collections
Program AssistantLoans & Collections
Supervisor**Action:**

1. **Receives** Perkins Promissory Notes and required attachments (Personal & Confidential sheet and Marital Agreement).
2. **Flags** Note as satisfied in Banner RRAAREQ.
3. **Forwards** Notes and attachments to Loans & Collections.
4. **Receives** Promissory Notes and attachments.
5. **Verifies** accuracy and completeness of Note and attachments.
6. **Verifies** that funds disburse.
7. **Files** Notes and attachments.
8. **Reviews** promissory notes against Campus Partners records quarterly.
9. **Documents** review with name and date.