

Card Terminal Rental Form

The Bursar's Office has two card terminals that student organizations and departments can rent for campus-related events. Card terminal requests are processed on a first-come, first-served basis so the requestor is encouraged to submit this form **one week prior** to the requested pick-up date. Due to demand, the terminal can only be checked out for a maximum of 5 days at a time.

In order to be eligible to rent the card terminal, the requestor must have at least \$700 in their index to cover the replacement cost in the event that the terminal is not returned or returned damaged. Approval from the Student Activities Involvement and Leadership (SAIL) Office or department Fiscal Manager is required for all rentals. Additionally, the index provided will be assessed a non-refundable \$3 or 2.85% convenience fee, whichever is greater, of the total amount transacted at the end of the respective quarter.

Requestor Information:

Department/Student Organization: _____

Campus Related Event/Purpose: _____

Date Requested: _____ Requested Pick-up: _____ Return Date: _____

If the terminal is not returned or returned damaged, charge the following index: _____

Student Organization/Department Acknowledgement:

I understand that if I do not return the card terminal by the return date or the terminal is returned damaged, the index listed above will automatically be charged \$700. I also understand that the index provided will be charged a non-refundable \$3 or 2.85% convenience fee, whichever is greater, of the total amount transacted by the end of the respective quarter. I understand and agree that I must provide the receipts and batch settlement report within three business days of the Card Terminal return date.

Printed Name: _____

Phone: _____

Signature: _____

Date: _____

SAIL/Fiscal Manager Approval:

I certify that the student organization or department listed above has at least \$700 in their index. I understand and agree that I must provide the receipts and batch settlement report within five business days of the Card Terminal return date.

Printed Name: _____

Extension: _____

Signature: _____

Date: _____

CASHIER OFFICE USE ONLY

Terminal ID: Cashier 1 Cashier 2

Picked up by: _____ Phone: _____ Date: _____

Returned by: _____ Phone: _____ Date: _____

Accepted by: _____ Index charged? Yes No Amount: _____