

Wireless Credit Card Machine Rental Agreement Form

Please complete with Requester's Information:

Name: _____ Department: _____

Email Address: _____ Phone Number: _____

Event Name: _____ Event Date(s): _____

Event Location: _____ Number of Machine's Requesting (1-2): _____

Brief Description of Event _____

Rental Period Begins (Pick Up Date): _____

Rental Period Ends (Date of Return): _____

Name of all individual's that will be using the machine if different from above:

Have these individuals taken the PCI Compliance Training Course? (Yes or No) _____

Department's GL Index/Fund Code: _____ Acct Code: _____

Will you be selling any tangible items during the event? (Yes or No) _____

**If Yes, taxes are required to be collected at the time of purchase*

Terms of Agreement

The Treasury Office agrees to allow you to use a wireless point-of-sale credit card machine for the purpose of collecting monies via credit card under the following conditions.

1. The renter will be required to pick up the equipment and return the equipment.
2. The renter will be responsible for submitting the daily batch total receipt(s), and the equipment to the Treasury Department on the return date stated above.
3. All equipment must be stored in a locked and secure area when not in use.
4. The account manager will submit a Journal Entry to the Treasury office after the event to book the monies.
5. Only individuals who have completed the PCI Compliance Training will operate the machine.

Equipment may be collected from and returned to the Treasury Department Monday – Friday between the hours of 8:30 a.m. and 5:00 p.m.

Renters/Departments will be responsible for the replacement cost of the device if the device is lost, stolen or damaged while in their possession

Please contact the Treasury Department at treasury@nova.edu for any questions regarding the rental process.

By Signing this form, I confirm that I have read and agreed to all of the statements above

Signature: _____ Date: _____



Wireless Credit Card Machine Rental Agreement Form

Confirmed Pickup

Fill in upon pickup/ return

Received By (Name): _____ Terminal # _____

Signature: _____ Date: _____

Returned (Initial): _____ Date: _____