



Wireless Credit Card Machine Rental Agreement

Requester's Information:

Name: _____ Department: _____

Email: _____ Phone Number: _____

Event Name: _____ Event Date(s): _____

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

Brief Description of Event _____

Pick Up Date: _____ Return Date: _____

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

Have all these individuals completed the required online PCI Compliance Training Course? Yes: No:

Department's GL Acct Number: _____

Terms of Agreement:

The Office of Student Accounts 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 in a bag.
2. The renting department will be responsible for the associated credit card fees.
3. The renter will be responsible for submitting the daily batch total receipt(s), and the equipment to the Office of Student Accounts on the return date stated above.
4. All equipment must be stored in a locked and secure area when not in use.
5. The Office of Student Accounts will post the funds to the department's general ledger account with the completion of a Deposit Form after the event to book the monies.
6. Only individuals who have completed the PCI Compliance Training will operate the machine.

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

Equipment may be collected from and returned to the Office of Student Accounts during normal business hours of operation. For more information visit coastal.edu/studentaccounts

For any questions regarding the rental process, please contact the Office of Student Accounts at studentaccounts@coastal.edu.

By signing below, I confirm that I have read and agreed to all of the statements above.

Signature: _____ Date: _____

Completed by Student Accounts upon pickup/ return

Approved By (Name): _____ Terminal # _____

Signature: _____ Date: _____

Returned (Initial): _____ Date: _____