

BUZZCARD EQUIPMENT RESERVATION FORM

Organization Name _____ Organization Address _____ _____ _____	Contact _____ Phone # _____ E-mail _____ Signature _____
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BUZZCARD SALES REIMBURSEMENT

Name _____

Address _____

Document ID # _____

Peoplesoft Number _____

Budgetary Approval: _____ Date: _____

STUDENT ORGANIZATION FINANCE OFFICE
 Reader rentals by Student Organizations require approval by the
 Student Organization Finance Office, Flag Building, 1st floor inside Greek Affairs

CAMPUS EVENT INFORMATION

Event Date(s) _____

Name of Event _____

Purpose of Event _____

Application Type (circle one)

SALES	ATTENDANCE ONLY	# OF READERS
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TERMS & CONDITIONS

- 1: There is a \$10 a day per reader rental fee. Readers returned after the due date and time will be assessed additional daily rental fees. Transaction Fees of 3% apply.
- 2: User accepts responsibility for all damage or loss of BuzzCard equipment.
- 3: All equipment will be reserved on a first come/first serve basis.
- 4: Reservations must be made three (3) business days prior to the event.
- 5: Equipment must be returned within 24 hours or 10:00 a.m. Monday if the event falls on a Friday or Weekend.
- 6: Reimbursements will be made at the end of the business month following equipment rental.
- 7: If your event spans the last day and first day of the month, separate forms are required.

OFFICE USE

Terminal Number:	Total Sales:
Reader Number:	Transaction Fees: Total: _____
Terminal Setup By: _____	Reimbursement Processed: _____