STUDENT CLUB/ORGANIZATION INFORMATION

Club/Org Name: _____________________________ Today’s Date: _____________________________

(Name as it appears in Wildcat Sync and without abbreviations)

Club/Org Officer Name: _____________________________

Event Name/Transaction Purpose: _____________________________

Event Date(s): _____________________________ Event Time: _____________________________ Overnight Event? [ ]

SC __ __ __ D16505 660903

FUND DEPT ID ACCOUNT

TRANSACTION INFORMATION

RENTAL OF ELECTRONIC CARD READER Valuation if not returned: $800.00

• Device must be picked up and returned to SSC 230 in working condition within the same day of the event/activity.
• For evening events/overnight usage the device must be returned in working condition and fully charged by 9 AM to SSC230 the following business day.
• All transaction receipts will be printed and provided upon device return.
• For cancelled payments, “VOID” will be written across the corresponding receipt with the cardholder’s contact information (first, last name & phone #).
• Failure to comply could result in a hold on your student record or charge to your student account.

SIGNATURE APPROVAL

By signing below, I accept that each credit card transaction will include a 2.5% fee to be deducted from the sales total. 7.5% state sales tax may also be applied. I understand that I am responsible for the valuation of the device ($800) if the device is damaged or not returned. Failure to return the device as outlined above will result in a hold on my student account and the club financial account until additional training has been received.

Club/Org Officer: _____________________________

PRINT NAME SIGNATURE DATE

Club/Org Advisor: _____________________________

PRINT NAME SIGNATURE DATE

SFIN USE ONLY

FIN Rep: _____________________________

PRINT NAME SIGNATURE DATE