

Trinity University Tiger Card Office Loan Agreement - <i>for Tigerbucks or Credit Card Processing</i>
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Process & Procedures for Use of the Equipment

There are two approved devices that student organizations may use to reserve; one device is only used for credit card transactions, and the other device only accepts Tigerbucks. In both cases, reservations for the devices must be made **a minimum of ten business days** prior to the start of the event. Please note that all events requiring the use of the Tigerbucks device must be approved by Student Involvement prior to the time that an equipment reservation is made at the Tiger Card Office.

OPTION 1: CREDIT CARD TERMINAL DEVICE

Student organizations can reserve a credit card terminal for a specific period of time, but not to exceed one week at a time. The Tiger Card staff will loan out a credit card terminal for the specific purpose outlined and approved by Student Involvement. Due to safety concerns, credit card donations/sales should be logged and kept track via a spreadsheet or some other record keeping method, just in case there are any issues with the credit card terminal.

OPTION 2: TIGERBUCKS DEVICE

The Tigerbucks device processes donations or sales at remote locations on campus and works in real-time mode. If a student does not have enough Tigerbucks in their account, an insufficient funds message will appear on the screen of the device. Transaction sales/donations should only be made by the student/owner of the Tiger Card. Due to safety concerns, Tigerbucks donations/sales should be logged and kept track via a spreadsheet or some other record keeping method, just in case there are any issues with Tigerbucks device.

THINGS TO CONSIDER IN CHOOSING EITHER OPTION:

- Student organizations can check out and use either a credit card or Tigerbucks device at remote campus locations to process transactions/donations in real-time mode. This method is convenient and encourages impulse donations.
- The student organization picking up the equipment will be responsible for the equipment being returned undamaged and in good working order by the next business day or when that loan period is over. The student organization checking out the unit will be responsible for all repairs, replacement, and shipping costs incurred. Inexperienced operators risk the chance of losing transactions or not posting properly, creating duplicate postings of transactions, so be sure to log all transactions for accurate record keeping.
- Damaged equipment that has to be repaired will result in the equipment being taken out of service for the period of the repair, depriving others who have reserved the equipment from its use. Please take good care of these devices.

Tigerbucks Device– Usage Agreement

The responsible organization agrees to never leave the equipment unattended, to protect it from possible damage, to not expose the equipment to rain (or other liquids), to undergo training in system use, and to

supervise all others entering transactions into the system. The responsible organization will not loan the equipment to others and will not allow untrained individuals to attempt to swipe cards or otherwise enter transactions into the device. The responsible organization will not change (or allow others to attempt to change) the programming of the Tigerbucks device.

User initials _____

Replacement Costs \$1200 (*Note the price may be updated periodically without notice.*)

The organization signing the check-out document for the device is responsible for all replacement costs and/or all missing or damaged Tigerbucks device components.

The organization listed on the equipment check-out form will be presented with the invoice for all repair/replacement charges incurred by the University. After two weeks all unpaid invoices will be sent to the Trinity University Business Office (Student Accounts) and placed on the student organization's account. In the event that the Tigerbucks device remains checked out, a Tigerbucks check out receipt form indicating that the equipment was returned will be required to prevent a charge for the total cost of the equipment from being posted to the student organization account.

User Initials _____

I have read and understand all of the terms of this agreement and agree to all of the conditions as stated above.

Student Name (please print) _____

Student Organization Name: _____

Student Organization Account Number: _____

This signed & approved agreement must be taken to the Tiger Card Office, Storch Room 005, to determine whether the requested equipment is available on the dates requested. The Tiger Card Office will process your request on a first come, first served basis.

Student Signature _____

Date _____

FOR TIGER CARD OFFICE USE ONLY:

The fundraising event described above has been approved by Student Involvement (SI),
Coates Student Center- Suite 112.

SI Staff:

Date:

Tiger Card Staff:

Date: