

Trinity University Tiger Card Office

Tiger Bucks Lyric Point of Sale Device Loan Agreement for Student Organization Use

To assist student organizations with the task of fundraising, Campus and Community Involvement (CCI) and The Tiger Card Office have obtained one (1) Lyric point of sale device and are making it available to student groups to be used to collect Tiger Bucks. Policies governing acceptable uses for collecting Tiger Bucks are outlined below.

Student Organizations may collect Tiger Bucks by using a Lyric point of sale device within the guidelines established in the Student Organizations section of the Student Handbook, Section V, Fund-raising policies for Student Organizations (page 140). Some examples of acceptable uses include ticket sales, admission fees for registered events, and merchandise sales. Use of Tiger Bucks for commercial enterprises or for the purchase of alcohol is prohibited. Exceptions to this policy can be sought via the director of Campus and Community Involvement.

Process & Procedures for Use of the Equipment

There are two approved procedures that student groups may use to reserve and use the Lyric point of sale equipment. In both cases, *to allow adequate programming time, reservations for the point of sale device must be made a minimum of five business days in advance of the first day the Lyric point of sale device is to be used.* Please note that all events requiring the use of the Lyric point of sale device must be registered with Campus and Community Involvement (CCI) prior to the time that an equipment reservation is made at the Tiger Card Office. The Tiger Card office will accept a tentative equipment reservation while the CCI approval process is taking place. Tentative reservations are good for 10 days and become confirmed equipment reservations when the requesting student group delivers a completed and approved Equipment Loan Agreement to the Tiger Card Office. All tentative reservations will be released at the end of 10 days if a completed loan agreement is not in place.

Option 1: Post contributions in Real Time on line at the Tiger Card Office

Student groups can reserve the point of sale equipment for a specific period of time, not to exceed one week. The Tiger Card staff will program the Lyric point of sale device to accept donations for the specific purpose outlined by the student group. It is preferred and highly recommended (although not required) that the organizing group will encourage donors to come to the Tiger Card Office (Monday-Friday, 8:00 AM-5:00 PM) so that the Tiger Card staff can post the donations by swiping the donors Tiger Card, on behalf of the requesting student group. Donations will only be accepted when accompanied by a valid Tiger Card. Due to System Security concerns, donations (via student ID numbers) will not be manually keyed into the Tiger Card system. **Things to consider in choosing Option 1:**

- As the equipment will remain in the Tiger Card Office, students will not be held responsible for loss or damage to the point of sale equipment being used to post the donations.
- Transactions will be posted in a real-time mode. The funds will be taken from the donor's account *immediately* at the time of the transaction, thus avoiding any possibility of an insufficient funds scenario when posted in an offline mode and uploaded to the system at a later date.
- Invalid accounts, lost card status, and insufficient funds will be identified/corrected at the time of the transaction.
- Transactions will be processed by operators trained and thoroughly familiar in the use of the equipment.

Option 2: Offline operation

The Lyric Point of Sale device records donations at remote locations in an offline mode and is downloaded into the Tiger Card System after the event at a later date. **Things to consider in choosing Option 2:**

- Student groups can check out and take the point of sale device to remote campus locations to record donations in an offline mode.
- This method is convenient and encourages impulse donations.
- The person checking the equipment out is responsible for the equipment being returned undamaged and in working order. (Replacement units cost \$4,100.00; service requires shipment to Ithaca, New York. The individual checking out the unit will be responsible for all repairs, replacement, and shipping costs incurred.
- There is no way to know if an off line transaction is valid until the download takes place. (Insufficient funds, lost, invalid or stolen Tiger Cards will be detected at the time of download and will not be processed).
- University business transactions adhere to a standard "net 30" payment policy. Funds may not be available during this 30-day period.
- Inexperienced operators risk the chance of losing transactions not posted properly, creating duplicate postings of transactions, or in a worst case scenario losing the entire data base of stored transactions/donations.
- 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.

Point of Sale Device Use Agreement

Students electing to check out and take possession of the Lyric point of sale device for use away from the Trinity University Tiger Card Office understand and agree to the following:

The individual signing the check out document for the point of sale device becomes personally responsible for the device and all of its components. **Point of sale devices are checked out to individuals, not organizations.**

The responsible individual 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 individual will not loan the equipment to others and will not allow untrained individuals to attempt to swipe cards or otherwise enter transactions into the point of sale device. The responsible individual will not change (or allow others to attempt to change) the programming of the Lyric point of sale device.

User initials _____

Replacement Costs *(Note the price of the point of sale device may be updated periodically without notice.)*

The individual signing the check-out document for the point of sale device is responsible for all replacement costs and or all missing or damaged Lyric point of sale device components. If factory service is required to repair the device, or to extract donation data stored in the device due to off line use, the individual listed on the point of sale device check-out form for is responsible for the cost of all priority freight shipping charges to/from the equipment manufacturer, the Cbord Group, Ithaca, New York.

The user listed on the point of sale equipment check-out form will be presented with the invoice for all repair/freight 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's account. In the event that the Lyric point of sale device remains checked out, a Lyric point of sale check out receipt form indicating that the equipment was returned will be required to prevent a charge for the total cost of the point of sale equipment from being posted to the users student 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 _____, representing _____
(please print) (name of student organization)

Date of Scheduled Event: _____
CCI staff initials/date

TU Student Organization Account number: _____

*** Required to deposit funds into following the Tiger Bucks account reconciliation.*

Student Signature _____ Date _____

The student is responsible for submitting this agreement, along with their approved reservation request, to the Tiger Card Office to reserve the point of sale device.

For office use only:

Tiger Card Staff: _____ Date: _____