



DEPARTMENT WIRELESS TERMINAL RENTAL AGREEMENT FORM

- Wireless terminal is to be used for short term events. When not in use, the terminal should be kept in a secured, locked location.
- Wireless terminal should ONLY be used for the event below.
- Price per day is \$25.00.
- Wireless terminal must be returned within 2 business days after the event.
- Daily settlement tapes should be returned with the terminal.
- Department is responsible to pay for the replacement of the wireless terminal, in the event it is damaged, or lost.
- All U of U employees (and volunteers, if applicable) must complete the Payment Card Industry Data Security Online Training:
- Signing below attests that training has been completed.

Department Name: _____ ORG ID: _____

Responsible Person: _____ Phone Number: _____

E-Mail: _____ Dates of Use: _____ to _____

Purpose of Use: _____

Chart fields to be Credited for Service: _____

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT
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Chart fields to be Debited for Charges: _____

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT
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Merchant Fees - Visa/MC/Disc- 2.0%
American Express- 2.15%

Rental Fee - \$25.00 per day

Please Note:

- The wireless terminal must be returned within 2 business days after the event.
 - After 2 business days, the department will be charged \$20.00 a day, until the terminal is returned, up to 30 days. After that point, the department will be charged the full amount to replace the wireless terminal, the existing merchant account will be deactivated, and a new merchant account will be created for you, upon your request.

Responsible Person Signature

Date

*****All U of U Employees (and volunteers if applicable) handling credit cards must sign page 2, Payment Card Acceptance Training & Agreement.**

