

CLIPPERCARD WIRELESS CARD READER RESERVATION / LOAN AGREEMENT

EVENT INFORMATION:

Organization: _____ Reservation type: Sales Attendance

Event Name: _____

Location: _____ Type (fundraiser, performance, etc): _____

Start Date & Time: _____ End Date & Time: _____

Preferred Pick Up Date & Time: _____ Drop Off Date & Time: _____

Would you like to have your event featured on the ClipperCard office social media pages? Yes No
If yes, please email ClipperCard@salemstate.edu at least one week prior to your event with all details and up to one image.

- This form must be submitted at least **ONE WEEK** before the start of your event if using a reader for **ATTENDANCE**.
- This form must be submitted at least **TWO WEEKS** before the start of your event if using a reader for **SALES**.
- Submission of this form does not guarantee the use of a reader. A representative from the ClipperCard Office will be in touch with the contact person to confirm your reservation request.
- A reader will not be reserved unless all information on this form is completed.

SALEM STATE UNIVERSITY ADVISOR: (To be filled out by a full-time University employee only.)

Name: _____ Email: _____

Department: _____ Phone number: _____

Chartfield for deposits: _____

Signature: _____

PERSON RESPONSIBLE FOR PROPERTY/PRIMARY CONTACT: (Student or advisor)

- Only the person listed here can pick-up and drop off the reader. A reader will not be given to or taken back from anyone else.

Name: _____ Student ID number: _____

SSU Email: _____ Phone number: _____

Signature: _____

Please return this completed form to the ClipperCard Office or email it to clippercard@salemstate.edu

RETURN PROCESS:

- Once the event commences, the “Advisor” or “Person Responsible” must return loaned property to the ClipperCard Office on or before the date specified with all parts including the **iPod touch, card reader, and charger/cord**.
- Within 10 business days, the ClipperCard management will run a sales report and will process a payment to the appropriate chartfield. Should the iPod touch, card reader, and/or charging cord be damaged, lost, or stolen during the time that the property is with your organization, the organization will be held responsible for the full cost of the property, approximately \$500.00. The iPod touch and card reader are both expensive pieces of technology and should be cared for appropriately.
- Please contact ClipperCard@salemstate.edu or call 978.542.2273 with any questions.

<u>CLIPPERCARD OFFICE USE ONLY</u>				V5
Actual Date Out: _____	CC Initials: _____	Actual Date In: _____	CC Initials: _____	
iPod: _____	Terminal: _____	Amount Paid: _____	Date: _____	