



OFFICE OF GIFT ACCOUNTING

Wireless Credit Card Machine Rental

A wireless credit card machine can be reserved from Gift Accounting for processing contributions to the unit holding an authorized university event. To reserve the machine you must adhere to the following:

Before the Event

1. Request the credit card machine reservation by emailing augifts@auburn.edu.
2. Fill out the attached Loan Agreement.
3. Submit the Wireless Credit Card Loan Agreement to Gift Accounting by emailing (augifts@auburn.edu), faxing (334)844-0730, or by campus mail.
4. Have ALL employees who will operate the machine at the Event read the [Credit Card Policy](#) and sign the [Acknowledgement of Policy](#) form.

Day(s) of the Event

If your reserved day is on a weekend, you must pick up the machine on Friday before 4:00 PM. Otherwise, pick up the machine on the reserved day and time, Instructions are as follows:

1. Pick up the credit card machine from Gift Accounting at 1907 S. College St. Suite 205.
2. Proceed with your event using the remote credit card machine.
3. If your event lasts for more than one day and you are keeping the machine overnight, it must be kept in a locked environment.
4. After all transactions have been entered, close out the batch and keep all paperwork. If you do not close out the batch, the bank will not process the payments.

After the Event

1. Be courteous of others using the machine and return the machine within 3 business days to Gift Accounting.
2. All receipts and a copy of the Batch Settlement Report must be sent to Gift Accounting.
3. Please ensure that everything that was in the locked bag when you picked it up is returned.



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Wireless Credit Card Loan Agreement for Special Events

All equipment must be stored in a locked and secure area when not in use and transported in the locked carrier bag provided by Gift Accounting. Equipment must be returned within 3 business days of the event to Gift Accounting.

Name of Event: _____

Date of Pickup: _____ Time: _____

Date to Return: _____ Time: _____

Department: _____

Responsible Person: _____
(Name) (Phone #) (Email)

Terms of Agreement

The Office of Gift Accounting agrees to allow the use of equipment for the purpose of collecting monies and processing credit cards. The Responsible Person for the machine will be required to pick up and return the equipment. All authorized users of the machine are required to read and adhere the Auburn University [Cardholder Data Environment Credit Card Acceptance Policy](#). A signed [Acknowledgement of Policy](#) form for each authorized user must be turned into Gift Accounting on the day the machine is picked up.

A signed copy of each credit card receipt must be retained for our records. The Responsible Person for the machine will submit all credit card receipts attached to the Charity Auction Purchase Form, Batch Report, and Merchant Receipt Report to Gift Accounting when the machine is returned.

Signature: _____ Date: _____

**By signing, you are responsible for returning the equipment in working order or replacing the equipment if damaged or lost.*