



## **Card Reader Rental Policy**

### **Purpose**

This program is to provide Washington University staff, faculty, and students on campus the opportunity to use a Bear Bucks card reader to collect payment for services or goods.

### **Scope**

This Card Reader Rental Policy applies to all Washington University departments as well as student groups. All rentals are based upon final approval from Campus Card Services.

### **Policy**

1. iPads & mag swipe may be rented from Campus Card Services for a fee of 5% of total sales.
2. All reservations must be approved by Campus Card Services at least 3 business days before each event.
3. Card readers cannot be used by more than one group at a time.
4. “Bear Bucks Accepted Here” signs must be displayed each time the reader is in use.
5. iPads must be connected to WiFi.
6. If readers are used offline, charges may not successfully go through and the group or department may not receive payment.
7. Campus Card Services is **not** responsible for tax on the items sold. Each group or department is responsible for paying the appropriate sales tax for their sales.
8. Collection of donations using Bear Bucks is not allowed due to regulations regarding the University tax exempt status.
9. A liquor license is required for alcohol sales.
10. The sale of home baked goods is regulated by the MO Dept. of Health.
11. Living things may not be sold.

## Procedures

### ***Bear Bucks Reader Request Form must be completed.***

The *Bear Bucks Reader Request Form* is to be completed and submitted to Campus Card Services by the main contact for the event.

- The contact listed on the form must be the person to check-out and check-in the machine from Campus Card Services and will be responsible for any fines for missing or damaged equipment.

### **Campus Card Services will process the application and check for availability.**

- Campus Card Services will contact the individual listed on the form to confirm reservation within one (1) business day.
- If the request is denied because of unavailability, the form *must be resubmitted with new information* before final approval will be given.
  - This ensures the entire agreement is in writing after all changes have been made.

### **Pick-Up and Drop-Off must be at the Campus Card Services Office.**

- The contact listed on the form must be the person to check-out and check-in the card reader from the Campus Card Services Office.
- Pick-Up at Campus Card Services 1 business day before your scheduled usage.
- Drop-Off at Campus Card Services by 10:00 A.M. the following business day.
- The Campus Card Services Office, located in Women's Building, Rm. 002 is open Monday through Friday, 8:30 A.M. until 5:00 P.M.
- Please call our main line at 935-8800 with any questions.

### **Reconciliation of Bear Bucks collected:**

- If a department number is provided, Campus Card Services will reconcile payment through an IDO (Inter-Department Order).
- If a federal tax ID # is provided, Campus Card Services will cut a check to the group. Check requests take approximately two weeks to process.

### **Fines for damage or lose Campus Card Services property which will be charged to department/group:**

iPad: \$400

Mag Swipe: \$50

### **Non-Compliance**

Any misuse of the reader or student card numbers will cause the contact person's privileges and possibly the group or department's privileges to be revoked.