Titan Dollars Reader Request Form

The use of the TitanCard readers and devices is a courtesy extended to student organizations and departments; however, we reserve the right to refuse any reader request and to remove equipment during any sale. Use of the devices constitutes acceptance of these terms and agreement to replace any damaged devices or be assessed a replacement fee.

Titan Dollars funds cannot be used for donation purposes. We must transfer all funds to a University account and the funds may be spent on-campus or off-campus following all current University purchasing guidelines. We are unable to cut a check to the University Foundation or to an off-campus Charity.

Contact Information:

Department / Student Organization Name: ____________________________________________

Contact Name: ___________________  Authorized Signature: __________________________

Phone Number: ____________________  Email: ______________________________________

Event Information:

What event will the readers be used for? ____________________________________________

Please describe the items you will be selling including cost? __________________________

Event Date(s) / Time / Location (s) : ______________________________________________

NOTE: If you plan to sell a food related items this request may take longer to process as it requires additional authorizations.

1. Is your student organization a registered student organization?
   - ☐ Yes, we are a registered student organization  ☐ No  ☐ N/A

2. Does your department / student organization have a University WISDM account?
   - ☐ Yes, we have a WISDM account  ☐ No, we do not have a WISDM account

   WISDM account Number __________________

3. Do you understand and accept that all Titan Dollars transactions are subject to a 2.5% fee
   - ☐ Yes, we understand and accept the 2.5% fee (check to accept)

All requests must abide by all University, State and Federal guidelines, laws and policies.

Please return to Assistant Director of Business & Retail Services, Reeve Union 104

MS – 11/2014