**Appendix 15: Usage Agreement for Card Payment Terminal**

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| **CARD PAYMENT TERMINAL – USAGE AGREEMENT** | |
| **DEPARTMENT / CLUB / SOCIETY (code and name)** |  |
| **Details of Event/Activity (Date and Type)** |  |
| **Start Date of Hire** |  |
| **End Date of Hire** |  |
| **Type of Card Payment Terminal** | * **SU (fundraising for your society/club funds)** * **RAG (fundraising for an external charity)** |
| **PCI DSS Moodle Training** | * **Completed** * **Not Yet Completed** |
| **Any Other Information** |  |
| * **I agree to use the SU’s card payment terminals as per Financial Policies and Procedures.** * **I agree to report any damaged or faulty that may occur during period of loan.** * **I agree to cover the cost of replacing the terminals from Department / Club / Society budget or fund due to careless usage.** | |
| **Requestee Name & Signature:** | |
| **Budget Holder Name & Signature:** | |
| **AUTHORISATION** | |
| **Assistant accountant/Finance Manager/Director of Finance & HR**  **Name & Signature:** | |

**FOR INTERNAL USE:**

MID - SUMUP

BANK – RAG