

Northwestern

FINANCIAL OPERATIONS

PANpad Rental Form

Number of PANpads needed: _____

Merchant Location Number: _____

Length of rental (cost is per PANpad):

One week - \$15

One month - \$40

Name of Event: _____ Date(s) of Event: _____

Department Contact Name: _____ Office Phone # _____ Event Contact # _____

Department Name: _____ Event Location (Evanston or Chicago): _____

Revenue Chartstring: _____

Tablet Fee Chartstring: _____

I will be accepting gifts

Department Gift Chartstring (if applicable): _____

PCI-DSS Compliance - List all individuals accepting credit cards			
Name	E-mail	Training Attestation	
		Completed <input type="checkbox"/>	Training Needed <input type="checkbox"/>
		Completed <input type="checkbox"/>	Training Needed <input type="checkbox"/>
		Completed <input type="checkbox"/>	Training Needed <input type="checkbox"/>
		Completed <input type="checkbox"/>	Training Needed <input type="checkbox"/>
		Completed <input type="checkbox"/>	Training Needed <input type="checkbox"/>

Please note: **The requesting department is responsible for the PANpad including theft, loss and equipment damage.**

Requestor's Printed Name

Supervisor / Department Head's Printed Name

Requestor's Signature

Supervisor / Department Head's Signature

Date

Date

Please inter-office or e-mail completed application to:

Cindy Regner, Depository Services, treasury_operations@northwestern.edu

For Internal Use Only PANpad

Serial # _____

Final Cost \$ _____