Northwestern

FINANCIAL OPERATIONS

PANpad Rental Form

Number of PANpads needed:_____ Merchant Location Number: _____

Length of rental (cost is per PANpad):

☐ One week - $20 ☐ One month - $50

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 ❑	Training Needed ❑
		Completed ❑	Training Needed ❑
		Completed ❑	Training Needed ❑
		Completed ❑	Training Needed ❑
		Completed ❑	Training Needed ❑

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 $_____**