

CARD READER SIGN-OUT
Information Technology Services
Southern Illinois University Edwardsville

Distribution:

- ITS
- Paula Birke - Student Affairs
- Person making the request
- Requesting Department's Fiscal Officer

The financial model to support the CS Gold ID Card System (debit and access card program) is as follows:

- \$25.00 per month for access only.
- \$5.00 per day for one-time use for access only.
- 2.2% transaction fee on all debit sales.
- If less than 2 weeks notice, \$5.00 late ordering fee will also be charged.

Please check the appropriate box above for the types of use you are requesting:

The annual access fee will be automatically deducted on July 1 of each year from the fiscal account you have listed. The transaction fee will be deducted directly from sales, with the remaining sales deposited into the fiscal account you have listed below. These funds will contribute toward system and card office expenses. These fees will be evaluated annually and adjusted accordingly.

- * I agree to return all equipment upon request.
- * I will return all items signed out to me in good working order and understand that I am responsible for any repairs or replacement of equipment due to negligence.
- * I understand that all equipment is University property. I also understand that the items loaned to me may only be used for University business.

If you concur with the above information, please sign and return this form to ITS, box 1068 or fax to ext. 3599.

Name of Requestor: _____

Email: _____ Phone: _____ Date: _____

Campus Address: _____

Location Specific Details (room#, etc): _____

Budget Purpose Account Number for Deposits: _____

Budget Purpose Account Number for Charges: _____

Nam of Fiscal Officer: _____

Signature of Fiscal Officer: _____

To be completed by ITS staff upon equipment delivery)

Equipment Description	Serial Number	SIUE Tag Number	Date Out	ITS Staff Initials	Date In	ITS Staff Initials	Charges