



Wireless Credit Card Machine Rental

To help assist you with receiving gifts or payments at your University sanctioned event the Foundation has one wireless credit card terminal for rent. The machine can be reserved from Gift Services at the University of Oregon Foundation. To reserve the machine please follow these steps:

Before the Event:

1. Email giftservicesdept@uofoundation.org to check availability.
2. Fill out Wireless Credit Card Machine Rental Agreement and submit to Gift Services.

Day(s) of the Event:

1. Pick up the credit card machine from Gift Services at 1720 E 13th Avenue, Suite 410. Pick-up is between 9:00 am and 3:00 pm Monday – Friday on your reserved day unless other arraignments have been made. The terminal will be in a box along with instructions for use.
2. If your reserved day is on a weekend, you must pick up the machine on Friday before 3:00 pm.
3. If your event lasts for more than one day, or you are picking machine up a day prior to your event, it must be kept in a secure area.
4. After all transactions have been entered, settle the batch and keep a copy of the detail report and settlement report with that days sales slips. If you do not settle the batch, the bank will not process the payments. If event is for multiple days, perform settlement each day to prevent any potential loss of data.

After the Event:

1. Please be courteous to others wishing to use the machine and return the terminal to Gift Services at the Foundation within 2 business days of the event, unless otherwise indicated.
2. Please ensure that everything that was in the box is returned with the machine.
3. All signed receipts, a copy of the detail report and batch settlement report for each day must be sent to Gift Services within 5 business days of the event along with any relevant donor information.
4. The proceeds of the event will be deposited into your designated account when all donor information, benefit information, sales receipts and settlements are reconciled and entered into Advance. To help facilitate this, please ensure that all information is complete when submitted.

For questions, please contact Gift Services at 541-302-0337 or email at giftservicesdept@uofoundation.org



Gift Services Department

Wireless Credit Card Machine Rental Agreement

Terms of Agreement

The University of Oregon Foundation Gift Services Department agrees to allow the use of equipment for the purpose of processing credit cards for University sanctioned events. The system will accept Visa, MasterCard, Discover, and American Express. Users are required to follow strict procedures to protect donors' credit card data.

The renter will be responsible for submitting all signed credit card receipts, the daily batch total receipt, settlement, and donor information to Gift Services within 3 business days after the event for processing and reconciliation.

All equipment must be stored in a secure area when not in use. The renter will be required to pick up the equipment and return it to the Foundation offices Gift Service Department within 2 business days of the event, unless otherwise agreed upon. Equipment may be collected or returned Monday – Friday between 9:00 am and 3:00 pm.

Please complete:

Name: _____

Department: _____

Email Address: _____ Phone Number: _____

Event Name: _____

Event Date(s): _____ Time: _____

Rental Period Begins: _____ Rental Period Ends: _____

Receipts will be posted to Fund Allocation Number: _____

Premium Benefit Amount if applicable: _____

Signature: _____ Date: _____

By signing, you are responsible for returning the equipment in working order or replacing if damaged or lost