Approval for Use of a Washington and Lee University Card Swipe Machine

- There are four card swipe machines and requests are processed on a first-come, first-serve basis
- There is a 2% usage charge on all transactions processed through the card readers
- A $25.00 late charge will be assessed, per day, on any swipe machine that is not turned into the Business Office at the scheduled time
- An electrical outlet must be available for the equipment to work
- The replacement cost of a single machine is approximately $1,600
- Organizations disregarding Business Office instructions will be denied future use of the swipe machines
- T-Shirt designs have to be approved by the University Store
- The machines may not be taken off Campus

This form must be completed by the requesting organization prior to obtaining authorization from:

Name	Title	Campus Extension	Room Number
Kelsey Goodwin	Assistant Director of Student Activities	5000	Elrod Commons 249
Megan Schneider	Associate Director of Leadership & Residential Learning	4408	Elrod Commons 232
James Dick	Director of Student Activities and the Outing Club	4066	Elrod Commons 115
Ray Ellington	Director of Campus Recreation	8244	Doremus/Warner Center 416
Amy Perkins	Director of Residence and Greek Life	4070	Elrod Commons 233

The form may be obtained from:

- The Business Office in the Old Courthouse (Room 205) and/or website
- The Student Affairs website (http://go.wlu.edu/BUS/SwipeMachine)
- Division of Student Affairs Lobby, 2nd Floor, Elrod Commons

Once authorization is granted, the form must be submitted to the Business Office in the Old Courthouse (Room 205) and machines are then available on a first-come, first-served basis. If a machine is not available, organizations are **NOT** allowed to collect Student ID numbers and signatures.

Business Office hours are 8:30 a.m. – 4:30 p.m. Mon, Tue, Thurs, Fri, 8:30 a.m. – 3:30 p.m. Wed

Campus Organization: _____

Name of Responsible Individual: _____

Student Organization Account Number: _____

Dates Needed: _____

Time Frame Needed: _____

Description of Use (Please describe in the blank space provided, include specifics regarding any items that will be sold):

Authorization Granted By: _____ Date: _____