

Loaner Equipment Agreement

The J-Card Office loans Blackboard MRD-5 devices to organizations so they can accept J-Cash as a form of payment. This form must be completed prior to picking up the equipment.

Devices are loaned on a first come, first served basis. We recommend submitting this form in advance to reserve a device for your organization's event.

Organization Name: _____

Event Name or Type: _____

Organization Contact: _____

Phone Number: _____ E-mail: _____

Budget Number: Cost Center: _____ or IO: _____

Borrow Date: _____ Return Date: _____

By signing this agreement, you acknowledge the following policies and financial obligations on behalf of your organization:

- **Transaction spreadsheet(s) are due to the J-Card Office (jcard@jhu.edu) within 3 days** of the end of your event. Sales will not be processed if the file is received after this time.
- **Devices must be returned to the J-Card Office between 8:30am and 4:30pm on the scheduled return date.** If you cannot return the device by 4:30pm, list the following day as your return date.
- **Late return of the device will result in a \$20.00 per day charge** to your organization's budget and possible suspension of the organization's borrowing privileges with the J-Card Office.
- **All items in the box provided to you must be returned in good condition, including cables. Lost, damaged or stolen equipment will result in a charge of \$325.00 to your organization's budget.**

Organizational Signature

IDCS Signature

Please retain your copy of this form for your records.

Devices Borrowed: _____

J-Cards Charged Date: _____

Actual Return Date: _____

Amount: _____

All components returned?

Budget Credited Date: _____

- MRD-5 Device
 Connection Cable

Document # _____