Loaner Equipment Agreement

The J-Card Office loans 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 to ensure we can properly credit your organization after your event. This form also serves as notice that your organization’s budget will be charged $75.00 in the event the equipment is damaged, lost, or stolen while it is in your custody.

Organization Name: 

Event Type: 

Organization Contact: 

Phone Number: E-mail: 

Budget Number: Cost Center: or IO: 

Borrow Date: 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.

*Sales will not be processed if the transaction spreadsheet is received later than three days after the event.*

By signing this agreement you acknowledge your organization’s financial responsibility, should anything happen to the equipment you are borrowing. You agree to return the device and its documentation to the J-Card Office within the agreed upon timeframe.

Organizational Signature IDCS Signature

Please retain your copy of this form for your records.

OFFICE USE ONLY: Device(s) Borrowed: 

Actual Return Date: J-Cards Charged Date: Budget Credited Date: 

Amount: Document #: 

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