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: ______________________________________________________________

Actual Return Date: _____________________________________________________________

All components returned?

☐ MRD-5 Device
☐ Connection Cable

J-Cards Charged Date: __________________________

Amount: __________________________

Budget Credited Date: __________________________

Document # __________________________