LMU|LA
Loyola Marymount University

Campus Business Services
OneCard Office

OneCard Reader Request
Convo-Hour Event

This completed Form must be submitted to the Campus Business Services - OneCard Office **NO LATER THAN 7 DAYS IN ADVANCE – NO EXCEPTIONS**. **Use black ink** to sign and date both the **Non-Convo Hour Event Request Form and Reader Request Policies Form** confirming that you understand and agree with its contents. The shaded areas are for office use only.

Event Title _____

Organization/Dept _____ **Budget #** ____–___–_____–_____–_____
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CONVO HOUR EVENT [Monday – Friday from 11 am to 2 pm]

ONE FORM PER MONTH

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	05			11	
	06			12	

Describe your OneCard Reader needs: _____

Event Contact _____
PRINT LEGIBLE ~ BLACK INK

Signature _____

Email _____ @ _____

Phone # [ ] -

Event Advisor _____
PRINT LEGIBLE ~ BLACK INK

Signature _____ Dept _____

Email _____ @ lmu.edu

Phone # [ ] -

FOR OFFICE USE ONLY:

DATE	READER TYPE	LOC #	KEYBOARD #	OPERATING SCHEDULE #	LOOP	ADDRESS
/	☐ Mini ☐ Midi ☐ Maxi					

_____ ONECARD OFFICE APPROVAL

_____ STUDENT LIFE APPROVAL

_____ **FAXED TO 8-5976**

OneCard Reader Request Policies

The use of the OneCard Readers is a courtesy extended at no charge to On-Campus Organizations. Campus Business Services - OneCard Office unconditionally reserves the right to refuse any reader request and to remove equipment during an event.

FORMS

1. A Form **must be filled out completely**.

2. The Form can be obtained from the Campus Business Services - OneCard Office located in the Von Der Ahe Building, Suite 030, or the Student Leadership and Development Office located in Malone 201, or downloaded it from the web at www.lmu.edu/onecard. This completed Form must be submitted to the Campus Business Services OneCard Office **NO LATER THAN 7 DAYS IN ADVANCE – NO EXCEPTIONS**.

3. The Event Contact **must sign each form**, with a telephone number that actually allows access to that contact prior to the event. On occasions there may a question(s) that must be resolved prior to the event. If there is a change to the form after the initial submission, it must be authorized in person by the Event Contact. **No changes will be allowed to the form within 1 working day prior to the check out date.**

4. The Event Advisor must be an **active** LMU Faculty/Staff member **must sign each form**. The Campus Business Services - OneCard Office will contact the Advisor with any questions or problems incurred by this request that cannot be resolved by the Event Contact.

5. The Organization President **must sign each Request Policies Form**. Your signature confirms that you are aware of the event, understand and are in agreement with its contents.

CONVO HOUR EVENTS

6. Convo-Hour Events include any events occurring Monday thru Friday between the hours of 11 am and 2 pm.

7. **The Student Leadership and Development Office will operate a central Reader for these events**.

8. Students will pay for their items at the Student Leadership and Development Reader and receive a receipt. The receipt will then be taken to the organization's table for proof of purchase and the item will be given to the student at that time.

ACCOUNTING

9. Any funds collected through the Reader(s) will be transferred to Organization's Account using the Budget Number provided on this Request Form. The funds will be transferred on or before the 15th of the following month of the event.

SIGNATURE OF ACCEPTANCE

WE, THE PRESIDENT, EVENT CONTACT AND EVENT ADVISOR OF THE UNDERSIGNED ORGANIZATION, UNDERSTAND AND AGREE TO THE POLICIES IN THIS DOCUMENT. WE UNDERSTAND THAT FAILURE TO ADHERE TO THESE REGULATIONS MAY RESULT IN THE LOSS OF FUTURE ONECARD READER USE PRIVILEGES AND/OR THE CHARGING OF EQUIPMENT REPLACEMENT COSTS TO OUR ORGANIZATION. THIS EVENT HAS BEEN APPROVED BY THE STUDENT LEADERSHIP AND DEVELOPMENT OFFICE AND ALL INFORMATION PROVIDED TO THE CAMPUS BUSINESS SERVICES - ONECARD OFFICE IS ACCURATE.

ORGANIZATION NAME	**DATE**
ORGANIZATION PRESIDENT [PRINT LEGIBLE]	**PRESIDENT SIGNATURE**
EVENT CONTACT [PRINT LEGIBLE]	**EVENT CONTACT SIGNATURE**
EVENT ADVISOR [PRINT LEGIBLE]	**EVENT ADVISOR SIGNATURE**