



# *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**. One form can be used for more than one reader only if all readers are using the same keys and are at the same location.
2. The Form can be obtained from the Campus Business Services - OneCard Office located in St Robert Annex, 1<sup>st</sup> Floor, the Student Leadership and Development Office located in Malone 201 or downloaded from the web at [www.lmu.edu/onecard](http://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.
4. The Event Advisor who is a current LMU faculty/staff member **must sign each form**. The Campus Business Services - OneCard Office will contact the Event Advisor with any questions or problems incurred by this request that cannot be resolved by the Event Contact.
5. The Organization President **must sign the 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 a.m. and 2 p.m.
7. Student Leadership and Development Office will operate a reader for these events ~ though this form is still submitted to Campus Business Services – OneCard Office.
8. Students will pay for their items at the OneCard 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 payments made through the readers at an event will be transferred to the Budget Number entered on the request form.

## **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 ONE CARD 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