

Credit Card Machine Usage Checklist

When using the Credit Card Machines, complete the following form and return it with the equipment to Finance. All information must be filled in unless otherwise noted. Every event must have at least one person who has been trained on the equipment by a member of the Finance Office. For any request questions, please contact us at 407-628-6300 or [PCCompliance@Rollins.edu](mailto:PCCompliance@Rollins.edu) .

Make sure to read the Rollins College Student Organization Credit Card Acceptance Policy. For technical assistance, reach out to the Finance Office at 407-628-6300. All emergencies should be directed to Campus Safety at 407-646-2999.

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Budget Code: (Must be 16 Digits) \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Person Trained: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Settlement Receipt Printed: yes no

All Customer Receipts Included: yes no

\*To receive the funds in your budget code, all receipts must be returned to the R-Card Office after the event.