

User/Contact Name	
Email	
Event Name	
Start Date	
Start Time	

Phone Number	
Organization/Department	
Location	
End Date	
End Time	
Budget Code	

Devices Requested	
	Quantity
R-Card Reader	
Credit Card Terminal	

Please describe your event in the box below

Please describe the tenders you would like to use **(R-Card Reader usage only)**.

Below are samples to be used as reference. You can delete/overwrite them as you wish.

Tender Name	Preset Amount (Leave blank for open amt)
Check Balance	
Donation	
Donation (Prompt for amount)	
T-Shirt	