ID BUC$ EQUIPMENT REQUEST FORM

CAMPUS EVENT PAYMENT OPTION
FOR
ETSU ORGANIZATIONS

Name of Department/Organization: ________________________________________________

Name of Event: __________________________________________________________________

Location of Event: __________________________________________________________________

Event Date(s): _________________ Event Hours Open: ____________________

Has event / ID BUC$ transaction site been reserved with the University Center Facility Reservationist?
Yes _____ No _____

Event contact and person responsible for equipment: ___________________ E# __________

Contact person information: cell or work #:_____________________________

Requested by: ___________________________________________ Date: __________

Please sign to accept responsibility of equipment

PAYMENT TO YOUR ORGANIZATION
Please provide below which type of payment for funds collected from ID BUC$. ETSU account transfer or a check requested?

- ETSU Account # _________________________________
- Check payable to _________________________________
  Mailed to: _______________________________________

Will daily transaction reports be necessary? Yes _____ No _____

A final summary of ID BUC$ transactions will be processed for payment, if you need a copy, please check here. ________

Send copy to: (name & address) ____________________________________________

Important Notes:
- This form must be submitted at least five (5) days in advance of the event.
- Staffing of the transaction site is the responsibility of the sponsoring group.
- Reservation of the transaction site is the responsibility of the sponsoring group.
- Security for the Campus ID System equipment is the responsibility of the sponsoring group.
- Suitable locations for transaction services are limited due to technical restrictions.
- A current university ID is required for ID BUC$ transactions.