

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.