Reader Request Form

The use of the One Card readers is a courtesy extended at no charge to student organizations; however, we reserve the right to refuse any reader request and to remove equipment during an event. This completed form must be submitted to the FIU One Card Office NO LATER THAN 2 WEEKS IN ADVANCE. Please sign and date this form and submit to the FIU One Card Office located in PG1 – 100 or send via e-mail onecard@fiu.edu.

Contact Information

Department/Organization Name: _____ Dept. ID/Advisor Name:_____

Requestor Name:_____ Phone Number:(___)_____

Panther ID#: _____ E-mail:_____

Event Information

What event will the reader (s) be used for? _____

Event date: _____ Event time (Start – End): _____

Event Location:_____

How many readers will you need to check out? _____

(A total of **6** readers are available on a first come - first serve basis)

How will you receive the readers? ___X___ Pick-up at the FIU One Card Office

_____ Delivery – Location: _____

The undersigned event contact of the listed organization or department understands and agrees to the FIU One Card policies. Undersigned agrees that failure to adhere to these regulations may result in the loss of future reader requests. Department/Student Organization will be held responsible for any loss or damage to the equipment and will be held responsible for any replacement and/or repair charges.

SIGNATURE OF ACCEPTANCE

X _____ Date: _____

***Note**: The FIU One Card Office offers card readers to be loaned to on campus organizations for the sole purpose of student eligibility and count. These readers can be requested from the FIU One Card Office at any time by filling out the required Reader Request Form and returning it to the office at least 2 weeks prior to the event requiring the reader. Reporting is available for all transactions conducted through the readers during the time of the event and this information will be provided at the request of the faculty sponsor of the organization, event coordinator, or department head. If you have any questions concerning these card readers please call the FIU One Card Office at 305-FIU-CARD (305-348-2273) or email onecard@fiu.edu.*

IMPORTANT: There is a $25/hr. rental fee for each reader for non-student organizations. The FIU One Card office will process the payment using the Smart Billing System in PantherSoft.