

Titan Dollars Reader Request Form

The use of the TitanCard readers and devices is a courtesy extended to student organizations and departments; however, we reserve the right to refuse any reader request and to remove equipment during any sale. Use of the devices constitutes acceptance of these terms and agreement to replace any damaged devices or be assessed a replacement fee.

Titan Dollar funds cannot be used for donation purposes. We must transfer all funds to a University account and the funds may be spent on-campus following all current University purchasing guidelines. We are unable to cut a check to the University Foundation or to an off-campus Charity.

Groups may not use University funds for fundraising events. Fundraising events are, any type of event, program, service, or otherwise, that is intended to either (1) make a profit for the group, (2) raise additional funds for another program, event, or activity, or (3) to raise money for any other group, organization, or cause.

University accounts cannot be used as a pass through account for Titan Dollar funds.

Contact Information:

Department / Student Organization Name: _____

Contact Name: _____ Authorized Signature: _____

Phone Number: _____ Email: _____

Event Information:

What event will the readers be used for? _____

Please describe the items you will be selling including cost ? _____

Event Date(s) / Time / Location (s) : _____

NOTE: If you plan to sell a food related items this request may take longer to process as it requires additional authorizations.

1. Is your student organization a registered student organization?

Yes, we are a registered student organization No N/A

2. Does your department / student organization have a University WISDM account?

Yes, we have a WISDM account No, we do not have a WISDM account

WISDM account Number _____

3. Do you understand and accept that all Titan Dollars transactions are subject to a 2.5% fee

Yes, we understand and accept the 2.5% fee (check to accept)

All requests must abide by all University, State and Federal guidelines, laws and policies.

Please return to Assistant Director of Business & Retail Services, Reeve Union 104