

# MIT STUDENT GROUPS

## Participation in the TechCASH Program

The MIT Enterprise Services (ES) office makes available to the MIT community a discretionary spending program accessible through an automated Stored Value Card System (TechCASH). The undersigned MIT affiliated group desires to provide goods and services to the MIT community utilizing the TechCASH program.

### Contact

Group Name:  Begin Date:   
Contact Name:  End Date:   
Bldg/Room:  Phone:  Email:

### Wireless Rental and Transaction Files – Terms

- ◆ This form must be approved and signed by the Student Activities Office, W20-549 and then by the Card Services manager, W20-021.
- ◆ This agreement will commence on the begin date and remain in force until the end date as indicated above.
- ◆ ES will pay affiliated group via SAP journal voucher within 15 days of receipt of transactions within that period, less the applicable wireless rental fee or file processing fee and any additional fees as listed on this document. The MIT Group is responsible for the safety and security of the TechCASH reader, and to ensure all transactions are conducted by authorized personnel.
- ◆ The MIT Group is prohibited from accepting TechCASH in payment for alcoholic beverages, tobacco products or lottery tickets.
- ◆ ES may terminate this agreement at any time, for any reason including; attempted tampering and/or hacking of the reader (or related peripherals), using the reader for anything but conducting legitimate TechCASH transactions, accepting TechCASH for the above listed prohibited transactions, or intentionally conducting improper transactions. Using the reader for anything other than conducting TechCASH transactions is prohibited. Violations may be reported for disciplinary action.
- ◆ The MIT Group may not loan this wireless reader to any other entity, nor may it conduct TechCASH transactions on behalf of any other entity.
- ◆ MIT Group must make arrangements with ES to pick up wireless reader and receive training. MIT Group must return reader to the MIT TechCASH office @ 8:30am the morning following the last rental day if transactions will be accepted beyond 4:30pm, Monday-Friday, excluding holidays.
- ◆ Unreturned or damaged readers will be charged to MIT group at full replacement value.
- ◆ ES will waive all reader and file fees for charitable fund raising events. SAFO must approve the charitable cause for the fees to be waived.
- ◆ When using manual sign-in sheets, in lieu of wireless reader, all sales must be transferred, in a 3 column format: Name - ID - \$ Amount to an Excel file for processing, and shall be sent to: [techcash@mit.edu](mailto:techcash@mit.edu) no later than 14 days following the end of the event. \*No date Extensions\*
- ◆ Original sign-in sheets must be brought to the TechCASH Office after submission of Excel File.
- ◆ Any transaction rejected for insufficient funds or wrong ID numbers will be the responsibility of the student group.

<b>FEES</b>			<b>Daily Overdue Reader Fee</b>
Wireless Reader	<b>First 2 days @ no charge</b>	\$5.00/day after Day 2	\$10.00
EXCEL Spreadsheet file	\$5.00 1 <sup>st</sup> processing fee	10.00 2 <sup>nd</sup> processing Fee	

**\*Student Group will not be credited for rejected transactions\***

### Settlement Details

	<b>Cost Object</b>	<b>G/L Code</b>
Revenue Proceeds		<b>801018</b>
<i>-- and --</i>		
Reader Rental or File Fees		<b>420226</b>
Daily/Overdue Fees 10.00/day		<b>420226</b>

### Acceptance

	<b>Student Group Name:</b>	<b>Student Activities Finance Office</b>	<b>Enterprise Services</b>
Print Name:			
Signature:			
Title:			
Date:			
Charity Name:		<u>Initial to waive fees:</u> _____	

### Office Use Only

<b>Billing Summary</b>	<b>Wireless Reader</b>
Date Picked Up	
Date / Time Returned	
Total Rental Days	@ \$5.00 =
Total Overdue Days	@ \$10.00 =
<b>Total Due</b>	

TechCASH Office    W20-021    3-0364    techcash@mit.edu



## MIT Student Groups can Accept TechCASH!

The TechCASH office provides a wireless card reader that allows recognized MIT student groups to accept TechCASH transactions. This reader can be used for ticket sales, bake sales, charitable fund raisers and just about any other event where cash is collected.

The reader can also be configured for events that require eligibility checking based on demographic information, and to allow only one-time privileges. Examples of this could be the entry of only sophomores to enter a lecture event, or to allow entrance to an event only once (voting).

MIT's wireless network coverage allows for this reader to be used just about anywhere on campus. Transactions are processed in under two seconds using the built-in card reader.

### Improve your Results

By taking TechCASH for your event, you will increase your chances for success. Over 95% of all undergraduates have an active TechCASH account that results in over \$3 million in annual sales. Spur of the moment sales can be captured much easier than cash. Students may not have cash in their pocket, but almost always have their MIT ID card.



### Safety and Convenience

Accepting TechCASH is much safer than taking cash. There are no worries about who is handling cash, or having to make out deposit slips and getting to the bank on time. Once a card is swiped the transaction is completed and the funds will be transferred into the student group account.

In addition to undergraduate students, anyone in the MIT community can open a TechCASH account. We currently have over 6,000 TechCASH customers that are not undergraduates. This includes graduate students, employees and affiliates.

### Learn More

Contact the TechCASH office to find out how to reserve a reader for your event. MIT TechCASH Office W20-021 [techcash@mit.edu](mailto:techcash@mit.edu) (617)253-0364



