

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 - Terms

- ◆ This form must be approved and signed by the Student Activities Office, W20-549 and then by the Card Services manager, W20-021.
- ◆ Wireless Reader reservation dates will only be confirmed with the submission of a signed contract.
- ◆ 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 amount and any additional fees as listed on this document. If the MIT Group believes that there is a discrepancy with respect to any such payment, the MIT Group shall provide ES with a written statement and backup documentation evidencing the discrepancy within 15 days of receipt of payment.
- ◆ 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 agrees to pay the listed wireless rental fee, plus any other fees as noted within this agreement.
- ◆ 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 of the charitable cause for the fees to be waived.
- ◆ When submitting a file for processing, the Student organization will be responsible to collect in cash, for any transactions rejected for insufficient funds or wrong ID numbers. Original sign-in sheets of sales must be brought to TechCASH office prior to processing file.

Fee Schedule

Transaction Method	One-Time Fee	Daily Rental Fee	Daily Overdue Fee
Wireless Reader Rental		\$5.00	\$10.00
Spreadsheet file w/attached signatures	\$5.00 per file*		

*Student Group will not be credited for rejected transactions of insufficient funds.

Settlement Details

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

Acceptance

	Student Group Name:	Student Activities Finance Office	Enterprise Services
Print Name:			
Signature:			
Title:			
Date:			
Charity Name:		Initial to waive fees: _____	

Office Use Only

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

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



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
techcash@mit.edu

W20-021
253-0364



