

MEMORANDUM OF AGREEMENT

MIT DLC 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 Department, Lab or Center (DLC) desires to provide goods and services to the MIT community utilizing the TechCASH program.

Contact

MIT DLC Name: Effective Date:
Contact Name: Service Charge:
Bldg/Room: Phone: Email:

Terms

- ◆ This agreement will commence on the effective date and remain in force until terminated by either party by the way of a thirty-day prior written notice, or otherwise as herein provided. No less than 60 days before each annual anniversary date, ES may specify by written notice sent to the contact listed above if the service charge shall be increased. DLC shall have the option to reject such increase, by providing written notice within 30 days from receipt of increase notice, which will terminate this agreement on the anniversary date. Otherwise, the new service charge rate will become effective as of the first Monday of the payroll month following the anniversary date.
- ◆ The DLC agrees to furnish and maintain at its cost and expense, the equipment and communication means as necessary or required to interface with the Stored Value Card System. DLC further agrees to pay the listed periodic service charge, plus all one-time and recurring charges as noted within this agreement.
- ◆ Monthly settlement periods correspond to the MIT payroll calendar, and begin at 4:00am on the first Monday and end at 3:59am on the first Monday of the following payroll month. ES will pay DLC via SAP journal voucher within 15 days of payroll month end for transactions within that period, less the applicable service fee amount and any recurring charge amount as listed on this document.
- ◆ DLC is responsible for all transactions processed through their terminal to the TechCASH system. DLC is responsible for the safety and security of the TechCASH terminal, and to ensure all transactions are conducted by authorized personnel.
- ◆ DLC is prohibited from accepting TechCASH in payment for alcoholic beverages, tobacco products or lottery tickets.
- ◆ DLC shall make available a receipt to cardholders at the time of transaction, which shall include the amount of sale, the date, and the location and identity of merchant.
- ◆ ES may terminate this agreement at any time, for any reason including; attempted tampering and/or hacking of the terminal (or related peripherals), using the terminal for anything but conducting legitimate TechCASH transactions, accepting TechCASH for the above listed prohibited transactions, or intentionally conducting improper transactions.
- ◆ DLC may not loan this terminal to any other entity, nor may it conduct TechCASH transactions on behalf of any other entity.
- ◆ DLC is responsible for all supplies necessary to use the TechCASH terminal and printer including; ribbons, receipt rolls, and administrative cards.
- ◆ If DLC believes that there is a discrepancy with respect to any such payment, DLC shall provide ES with a written statement and backup documentation evidencing the discrepancy within 15 days of receipt of payment.

Fee Schedule

Item	One-Time/Installation Fee	Monthly/Recurring Fees
Terminal and Printer		
Analog Phone Line	DLC Provides	
IP Address and Network Jack	DLC Provides	
Other		
Total		

Settlement Details

	Cost Object	G/L Code
Net Proceeds		
<i>-- or --</i>		
Gross Proceeds		
(less) Service Charge		
(less) Recurring Fees		

Acceptance

Department, Lab or Center

Enterprise Services

Signed: _____

Signed: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Office Use Only

Terminal Type	V330	V380	Turbo	V330	V380	Turbo
Printer Type						
VPN Appliance						
Terminal Server						
CS Gold Location Number						
Date Installed						

MIT TechCASH Office, E32-117
 techcash@mit.edu, 3-2173