

# Terms and Conditions,

## Sales/Reader Rentals

MIT DSL Business Services 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.

- This agreement will commence on the start date and remain in force until the end date as indicated above. This web form must be submitted at least 2-3 business days in advance of the sale or rental to be considered valid. MIT Student Groups must receive approval for the sale from the Student Activities Office prior to collecting sales.
- For TechCASH sales with card reader, the TechCASH Office will pay the MIT Student Group or DLC via SAP journal voucher within 2-3 business days from the date the equipment is returned, less the applicable card reader rental fee and any additional fees as listed on this document. For TechCASH sales with Excel sheet, the TechCASH Office will pay the MIT Student Group or DLC within 2-3 business days from the submission of the sales sheet less the applicable file submission fee. For card reader rentals for activities, the TechCASH Office will charge the MIT Student Group or DLC for the cost of the rental plus any additional fees as listed on this document.
- For card reader rentals, the MIT Student Group or DLC must make arrangements with the TechCASH Office to pick up the card reader(s) and receive training at a scheduled time. If the representative for the MIT Student Group or DLC fails to arrive at the scheduled time, no card reader will be provided. MIT Student Group or DLC must return terminal to the TechCASH Office at the time scheduled in advance of the rental following their last rental day. Late fees and suspension of future rentals will apply if the terminal and accompanying equipment is not returned at the scheduled time.
- Unreturned or damaged terminals and other equipment will be charged to the MIT Student Group or DLC at full replacement value.
- For TechCASH sales with Excel sheet, the MIT Student Group or DLC must first collect payment information on a physical sign in sheet for customers to sign. This sheet must collect all the following information: MIT ID number, full name, amount paid, S (student) or E (employee), and the customer's signature. The MIT Student Group or DLC must ensure that this information is accurate and legible. This information (excluding signature) must be transferred in exact order to the Excel sheet template(s) provided on this page for processing, and shall be sent by e-mail as instructed no later than three business days following the end of the event. **\*No Date Extensions\***
- The MIT Student Group or DLC must retain the original sign-in sheet to verify any disputed payments, and must turn in the original sign-in sheet upon the request of the TechCASH Office.

- Any transaction rejected for insufficient funds or wrong ID numbers will be the responsibility of the MIT Student Group or DLC.
- The MIT Student Group or DLC agrees to pay the associated card reader rental fee, or file processing fee, plus any other fees as noted within this agreement.
- The MIT Student Group or DLC is financially responsible for all transactions processed through their card reader to the TechCASH system. The MIT Student Group or DLC is responsible for the safety and security of the TechCASH card reader, and to ensure all transactions are conducted by authorized personnel.
- The MIT Student Group or DLC is prohibited from accepting TechCASH in payment for alcoholic beverages, tobacco products, or lottery tickets.
- The MIT Student Group or DLC may not loan this terminal to any other entity, nor may it conduct TechCASH transactions on behalf of any other entity.
- The TechCASH Office may terminate this agreement at any time, for any reason, including attempted tampering and/or hacking of the card reader (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. Using the terminal for anything other than conducting TechCASH transactions is prohibited. Violations may be reported for disciplinary action.