THE SU UNIVERSITY OF BATH

Sum Up Machine Hire

Fill this form out to request to hire a card machine from The SU.

Club/Society:		
Name & User Name		
Contact Number		

How many machines?		Dates Required	
Club Code		Income Code	

Reason for use:		Off Campus?	Y/N
		Charity Event?	Y/N

Important - By approving below I declare that I will ensure the machine(s) will be returned in working order, with the box and charging cables included. Any loss or damage will be charged back to the club, £5 per cable and £95 per machine. If you forget an item when returning you will have 48 hours to return the item before being charged. I also declare that I have read and understood the instructions to use the machine correctly.

Club/Society Authorisation (either Chair/Treasurer)			
Name		Username	
Signature		Date	

Instructions

The machine works via mobile signal/wifi, so will either need to be in a place that has a good connection or somewhere you can connect to wifi/hotspot.

How to Charge customer

1. Enter amount and press 'charge' (note the machines will not process anything less than £1.00)
2. Insert or tap card on machine (if insert needed, card facing up chip down into top of machine, or card facing up, chip up into bottom of machine)
3. Machine will process payment and offer receipt via email (optional for customer)
4. Remove card

Questions or Concerns?

Feel free to come to the finance office (Level 2, The Edge Building) with any questions or if you need help with a machine. Or you can email us at sufinance@bath.ac.uk or call us on 01225 386613/383372