



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?	
		Charity Event?	

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 £25 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
<p>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.</p> <p><b>How to Charge customer</b></p> <ol style="list-style-type: none"> <li>1. Enter amount and press 'charge' (note the machines will not process anything less than £1.00)</li> <li>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)</li> <li>3. Machine will process payment and offer receipt via email (optional for customer)</li> <li>4. Remove card</li> </ol>

Questions or Concerns?

Feel free to come to the finance office (The Edge Level 2, Activities Office) with any questions or if you need help with a machine. Or you can email us at [sufinance@bath.ac.uk](mailto:sufinance@bath.ac.uk) or call us on 01225 386613/385061.