

ID BUC\$ EQUIPMENT REQUEST FORM

CAMPUS EVENT PAYMENT OPTION FOR ETSU ORGANIZATIONS

Name of Department/Organization:

Name of Event:

Location of Event:

Event Date(s): Event Hours:

Has event / ID BUC\$ transaction site been reserved with the University Center Facility Reservationist?

Yes No

Event contact/person responsible for equipment: E#

Contact person information: cell #:

Requested by: Date:

Please sign to accept responsibility of equipment

PAYMENT TO YOUR ORGANIZATION

Please provide below which type of payment you are requesting for funds collected from ID BUC\$.

ETSU Account #

OR

Check payable to

Mail to:

Will daily transaction reports be necessary? Yes No

A final summary of ID BUC\$ transactions will be processed for payment, if you need a copy, list e-mail address

Send copy to: (e-mail)

Important Notes:

- This form must be submitted at least five (5) days in advance of the event.
- Staffing of the transaction site is the responsibility of the sponsoring group.
- Reservation of the transaction site is the responsibility of the sponsoring group.
- Security for the Campus ID equipment is the responsibility of the sponsoring group.
- Suitable locations for transaction services are limited due to technical restrictions.
- A current university ID is required for ID BUC\$ transactions.