

## Student Affairs Service Organizations Request Form FLEX ACCOUNT ONLY

This form is to be used to request a handheld DukeCard reader or the use of a DukeCard website by Duke student organizations. These devices may be used for either sale of an item or collection of a donation but not both simultaneously. If your student organization event needs to sell an item and collect donations, you must request 2 devices on 2 separate request forms.

\_\_\_\_\_  
Duke Organization Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Request Date

\_\_\_\_\_  
Group Receiving Proceeds

\_\_\_\_\_  
University Fund Code

Note: Proceeds from student organization events will only be credited to valid Duke University accounting codes. The DukeCard Office will not issue checks. Please contact University Center Activities & Events (UCAE) or in Room 063Bryan Center if you do not know your organization's accounting code or would like to request a check to be processed. All accounting credits will be posted at the end of the fiscal month in which the debits to cardholder accounts were processed.

### CONTACT INFORMATION: please print

\_\_\_\_\_  
Group Representative Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

### EVENT INFORMATION: please print

You may request either handheld readers or an online reader but not both for same event.

Requesting Handheld reader

Sale or Donation?

Number of Readers Requested: \_\_\_\_\_

Circle one

Event Date & Time:

Start Date: \_\_\_\_\_

Stop Date: \_\_\_\_\_

Event Location (building, floor, room) \_\_\_\_\_

Requesting Website

(attach text re event to appear in website)

Sale or Donation?

Circle one

Event Date & Time:

Start Date: \_\_\_\_\_

Stop Date: \_\_\_\_\_

Event Location (building, floor, room) \_\_\_\_\_

Items to be Sold

Price per Item

Sales tax

Total to be charged

\$\_\_\_\_\_ \* 0.075 = \$\_\_\_\_\_

Donations

\$\_\_\_\_\_ none = \$\_\_\_\_\_

NOTE: There will be a 3% processing fee for all FLEX transactions inclusive of tax.. Sales tax will be remitted to NCDOR by Duke Financial Services before funds are distributed to student organization.

I hereby certify that the information above is correct and that the proceeds from this event will be given to the organization listed. I agree that the DukeCard Office and Duke University are not responsible for any charges that are not collectable. I will return all devices to the DukeCard Office for processing no later than one business day after the event has ended.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

### DUKECARD USE ONLY

Service Org. # \_\_\_\_\_

Date/Time Form Received \_\_\_\_\_

WCCT ID # DCO \_\_\_\_\_

Sales Total: \_\_\_\_\_

MSR ID # DCO \_\_\_\_\_

++

Date Posted: \_\_\_\_\_

## DukeCard Office Policies for Use of DukeCard Readers by Student Service Organizations

The DukeCard Office has obtained wireless campus card terminals and websites to interface with the DukeCard system. These devices will allow a group to accept FLEX payments in real-time via the Duke University wireless or wired networks. Manual point sheets are no longer available for University-approved special events.

### 1) Eligibility:

- a. This service is open to all Duke University related entities that have a valid Duke University fund code obtained from University Center Activities & Events (UCAE) located at 036 Bryan Center or from an approved School Student Affairs Office.
- b. The DukeCard Office will approve use of the FLEX account.
- c. All eligible groups must fill out a Service Organization Reader Request Form before the wireless campus card terminal or website will be issued.
- d. The organization will also be required to complete a DukeCard Property Check Out form at the time of receipt of the device.

### 2) Network Coverage:

- a. The wireless campus card terminal and the website use the Duke University Network for connectivity and access is limited to areas with coverage. Please note the specific location where the device will be used on the Service Organization Reader Request form.
- b. The DukeCard Office will confirm wireless coverage in the area of your event.

### 3) Wireless Campus Card Terminal

- a. The maximum checkout time for a device or website is one (1) week. If the device or website is needed for a longer period of time, the DukeCard Office will try to make accommodations if possible.
- b. The maximum number of devices or websites that may be requested is two (2) per organization. There is a limited number of devices available and will be issued on a first-come, first-served basis.
- c. The Service Organization Reader Request form must be turned into the DukeCard Office at 02 Telcom Building, lower level rear entrance, at least one week prior to the event and no more than 14 calendar days in advance.

### 4) DukeCard Websites

- a. Requests for DukeCard websites for events or donations must include the text that will appear on the website. Please attach to this request.

### 5) Tenders accepted, Items to be Sold and NC Sales Tax:

- a. These devices will only accept Flex for payment. Food Points may not be used.
- b. Items to be sold are subject to NC Sales Tax and the Sales Tax must be included in the item price.
- c. Donations may be accepted and are not subject to NC Sales Tax.
- d. A single device may only be used for either item sale or donations but not both.

### 6) Penalties:

- a. The wireless campus card terminal should be returned to the DukeCard Office at 02 Telcom Building within one (1) business day after the event.
- b. The DukeCard Office is open Monday-Friday from 8:00 am until 6:00 pm.
- c. If the device is not returned within one (1) business day, a DukeCard Office representative will contact the Group Representative listed on the Service Organization Reader Request Form.
- d. If the device is not returned within seven (7) calendar days, a late fee of \$25 per day will be assessed for the first five (5) calendar days.
- e. If the device has not been returned within 12 calendar days after the event, the current full cost recovery of the device and all parts not returned will be charged against the University Fund Code provided on Service Organization Reader Request Form.
- f. The current full recovery cost is \$2250.

### 7) Transfer of Funds:

- a. At the conclusion of the event and once all equipment has been returned to the DukeCard Office, the sales totals will be reconciled to the DukeCard system.
- b. The DukeCard Office does not guarantee funds collected through the terminal in off-line mode. Wireless campus card terminals returned to the DukeCard Office more than one business week after the event may not be processed.
- c. Proceeds from the student organization event will only be credited to valid Duke University accounting codes.
- d. The DukeCard Office will not issue checks.
- e. Please contact XXXXXX at 684-2594 or visit 036 Bryan Center to obtain your organization's accounting code or if you would like to request that a check be issued.
- f. All accounting code credits will be processed at the end of the fiscal month in which the debits to cardholder accounts were processed. There is a 3% service fee charged for all Flex transactions.