



University  
of Windsor

## APPLICATION FOR LOAN OF DEBIT TERMINAL

Submit Completed Form To: [gail.puskas@uwindsor.ca](mailto:gail.puskas@uwindsor.ca)

1. Name of Department:

2. Department Head:

3. Name of Requestor:

4. Pick Up Date:

5. Return Date:

6. Name of Event:

7. Date of Event:

### 8. Full General Ledger String Account to be Charged for Terminal Rental Fee:

**NOTE:** A merchant fee of \$ 2.00 per day including weekends associated with the terminal will be charged to the GL string indicated below. Charges are calculated from date of pick up to date of return.

FUND	DEPARTMENT	PROGRAM	PROJECT	NATURAL	CLASSIFICATION	INTER FUND	FUTURE USE

Please visit the following link to the [University of Windsor Cash Handling Policy](#) and ensure you are familiar with it.

I have read and agree to the Cash Handling Policy as set forth above.

### 9. Department Head Approval:

The undersigned acknowledges that all items will be completed on the Debit Terminal Checklist - within the Application for Loan of Debit Terminal - prior to the return of the equipment. The undersigned further acknowledges that the rental fee will be charged to the above GL string upon return of the equipment and/or at each month end in which the terminal is rented. Loss or damage to the terminal may also result in additional charges to the GL string above.

**NOTE:** If steps 2-4 are not followed in the checklist, the department will not be allocated the revenue for the event in UWinsite Finance.

**Signature:**

## DEBIT TERMINAL CHECKLIST

1. I have received and read the Debit Terminal Guide
2. I have run the Manual Settlement process at the end of each day of the event
3. I have recorded my revenue and submitted the Journal Entry to [postmyje@uwindsor.ca](mailto:postmyje@uwindsor.ca)

**NOTE:** The journal will be a credit to your revenue and a debit to the bank account 01.0060.00000.000000.11110.000.00.000. Instructions on [How to Prepare a Journal Entry](#)

4. I have included the Settlement machine tape as backup documentation for the Journal Entry submitted to [postmyje@uwindsor.ca](mailto:postmyje@uwindsor.ca)
5. I have checked to make sure that all equipment is returned and is in good working order

**NOTE:** If steps 2-4 are not completed from the Debit Terminal Checklist, the department will not be allocated the revenue for the event in UWinsite Finance.

**NOTE:** Loss or damage of terminal equipment could result in a charge to your department's cost centre as indicated on the Application for Loan of Debit Terminal.

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### Finance Department Use Only

**APPROVED**

**REJECTED**

**Comments:**

**Name:**

**Signature:**