



### Credit Card Terminal Checkout Form

\*Due to demand, the credit card terminal is checked out on a first come, first serve basis and may only be checked out for a maximum of five days.

Pick Up Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Department: \_\_\_\_\_

Purpose: \_\_\_\_\_

*If the credit card terminal is damaged, charge the following Index:* \_\_\_\_\_

Requested By: \_\_\_\_\_ Ext. \_\_\_\_\_ Date: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*For Official Use Only\*\***

Date Returned: \_\_\_\_\_

Total Charged To Index: \_\_\_\_\_

Returned By: \_\_\_\_\_ Ext. \_\_\_\_\_ Date: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Ext. \_\_\_\_\_ Date: \_\_\_\_\_