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:			
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Requested By:	Ext.	Date:	
Accepted By:	Phone:	Date:	
*	*For Offical Use Only**	:	
Date Returned:			
Total Charged To Index:			
Returned By:	Ext.	Date:	
Accepted By:	Ext.	Date:	