



Reader Request Form

This completed form must be submitted to the FIU One Card Office NO LATER THAN 2 WEEKS IN ADVANCE. Please sign and date and submit this form to the FIU One Card Office via e-mail at onecard@fiu.edu.

Contact Information

Department/Organization Name: _____ Dept. ID/Advisor Name: _____

Requestor Name: _____ Phone Number: _____

Panther ID#: _____ E-mail: _____

Event Information

What event will the reader (s) be used for? _____

Event date: _____ Event time (Start – End): _____

Event Location: _____

Estimated guest count: _____

How many readers will you need to check out? _____

(A total of 6 readers are available on a first come - first serve basis determined by guest count)

Smartbill Activity/Project ID# (non-student organizations) _____

*Readers will be available for pick-up at the MMC FIU One Card Office (date & time coordinated upon reservation confirmation)

The undersigned event contact of the listed organization or department understands and agrees to the FIU One Card policies. Undersigned agrees that failure to adhere to these regulations may result in the loss of future reader requests. Department/Student Organization will be held responsible for any loss or damage to the equipment and will be held responsible for any replacement and/or repair charges.

SIGNATURE OF ACCEPTANCE

X _____ Date: _____

IMPORTANT:

The use of the One Card readers is a courtesy extended at no charge to student organizations. There is rental fee for each reader for non-student organizations. We reserve the right to refuse any reader request and to remove equipment during an event

Reporting is available for all transactions conducted through the readers during the time of the event and this information will be provided at the request of the faculty sponsor of the organization, event coordinator, or department head. If you have any questions concerning these card readers please call the FIU One Card Office at 305-FIU-CARD (305-348-2273) or email onecard@fiu.edu .