

### **Wireless Credit Card Terminal T-Loan Form**

CHARIS agrees to loan one wireless credit card terminal for the following use:

Member Organisation:	
Name of custodian:	
Email:	
Contact:	
Event / Purpose of Loan:	
Duration of loan:	

### **Terms and Conditions:**

1. The borrower is personally responsible for the credit card terminal during the loan period.
2. The borrower agrees to compensate CHARIS for any damages or loss of the terminal.
3. The borrower agrees to return the terminal in good working condition by the agreed upon return date.
4. The borrower will notify CHARIS immediately in case of loss or damage to the terminal.
5. The borrower will use the terminal only for the purpose stated above.
6. Settlement of collections done via the credit card terminal will be credited into designated CHARIS bank account.
7. The amount collected for the said period will be allocated to the agreed specific fund, net of any credit card charges.
8. Settlement of collections must be done on a daily basis. Settlement report must be printed out. The amount on each settlement must be counter signed by borrower. This will serve as confirmation of collection for that day.
9. Upon return of physical terminal machine to CHARIS, all settlement slips must be returned to CHARIS as well for reconciliation.
10. For period of loan crossing the end of a calendar month, MO agrees to scan the daily settlement reports to CHARIS for reconciliation for that month.
11. Reconciliation will be done at the end of a calendar month.
12. The borrower will not modify any settings on the credit card terminal.
13. The borrower agrees to obtain consent for the collection, use and disclosure of any personal data, and will not hold CHARIS liable in case of any disputes or claims.

**Agreement:**

I, \_\_\_\_\_, acknowledge that I have read and understand the terms and conditions of this T-loan form. I agree to abide by these terms and conditions and accept full responsibility for the credit card terminal loaned to me.

Signature: \_\_\_\_\_

On Behalf of:

Member Organisation: \_\_\_\_\_

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

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**FOR CHARIS USE**

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

Checked by (Staff Name): \_\_\_\_\_

Merchant Slips & Settlement Slips enclosed: \_\_\_\_\_

Signature: \_\_\_\_\_

Remarks:

\_\_\_\_\_