



Students' Association of Red Deer Polytechnic

100 College Boulevard, Box 5005

Red Deer, AB T4N 5H5

403-342-3200 | sardp.ca

STUDENT GROUP USAGE OF SQUARE TERMINAL AGREEMENT

We, the undersigned, agree to abide by the terms and conditions below:

- We agree to the use of SARDP's portable Square terminal.
- We understand that the Students' Association of Red Deer Polytechnic will put a \$100.00 deposit on our student group bank account. Upon return of the terminal, without damage, the deposit will be returned.
- We agree that we are responsible for paying all fees associated with our use (0.85% per debit transaction and 2.9% per credit transaction).
- We agree that we are responsible for any damages to the terminal while signed out to our student group.
- We understand that we are responsible for maintaining, reconciling, and reporting our financial records.
- We understand that the Students' Association of Red Deer Polytechnic will email transaction reports the following business day.
- We agree to the use of Square as agreed upon with the Students' Association of Red Deer Polytechnic.
- We agree to return the terminal by 3:30pm on the day of use. Failure to return the machine by the deadline will result in the loss of our deposit.

AUTHORIZATION INFORMATION			
STUDENT GROUP NAME			
LAST NAME	FIRST NAME	RDP STUDENT ID NUMBER	
PHONE NUMBER	EMAIL ADDRESS		
DATE OF USE	TIME OF PICK-UP	TIME OF RETURN	
<small>Note: we cannot accept requests that are submitted with less than one weeks' notice</small>			
		3:30PM	
NAME OF EVENT			
ITEM LIBRARY (Example: Cookie \$1.00, Membership Fee \$10.00, Symposium Student Ticket \$10.00, etc)			
Item Name	Dollar Amount	Item Name	Dollar Amount
SIGNATURE		DATE	

FOR SA USE ONLY	
APPROVED BY	
SIGNATURE	DATE