



Division of Campus Life
 Emory University
 P.O. Drawer D.D.D.
 Atlanta, GA 30322
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Equipment Rental Form

This form is required for campus special events where Card Readers are needed

What Type card reader do you need? Age Verification Attendance Sales/Financial Transactions

Sponsoring Organization: _____

Date/Time/Location of Event(s): _____

Title of Event(s): _____

ORGANIZATION ACCOUNT NUMBER (sub-code included): _____

EmoryCard Readers are rented for a fee of \$50.00 per day. The sponsoring Organization is required to pick-up and return the card reader(s) from the EmoryCard Office on the day of the event. The cost of replacing the card reader(s) is \$2500.00.

Contact Information:

Name of person(s) responsible for the event: _____

Phone Number: Home: _____ Office: _____ Cell: _____

P.O. Box/Address: _____

Organization Advisor Signature: _____ Date: _____

Advisor Name, Printed: _____ Advisor Phone Number: _____

Campus Address: _____

Your signature below indicates that you have read and understand the requirements of this form

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

EMORYCARD APPROVAL: _____ **DATE:** _____

Card Reader Rented: _____ **GL Assigned (Sales Only):** _____ **Date(s) Uploaded:** _____

The EmoryCard is the official ID card of the University and is managed by The EmoryCard Office under the [Division of Campus Life](#). The EmoryCard is the property of Emory University and its use is governed by the University's regulations and policies.

The **EmoryCard Office** is located in room 214E of the DUC and can be reached by phone at 404-727-0224. The office is open **Monday thru Friday from 9:00 am until 5:00 pm.**