# Short-Term Event To-Do List

## Device Request

☐ Complete a Request to Accept Payment for a Short-Term Event Form **TWO WEEKS** prior to the start of your event

    ☐ Contact your Financial Manager to get funding string details to include on your form

        ☐ If this includes Chart 2 (Foundation) funding, please allow an **extra 1-2 business days** for Foundation to approve your event

    ☐ List the names and email addresses of individuals that will process payments during your event (aka: cashiers/operators)

        ☐ Notify these individuals to expect an email with **required** PCI compliance/cash handling training

    ☐ Verify you have a laptop/tablet/etc. to use with your credit card reader during your event

        ☐ If you do not, contact ATUS at classroomservices.FO@wwu.edu or 360-650-3300 to arrange an equipment loan

    ☐ Verify the location of your event has access to password protected WiFi

        ☐ On-campus events: WWUwireless-Secure network is sufficient

        ☐ Off-campus events: Note this on your esign form to request a WiFi HotSpot

☐ Submit the Request to Accept Payment for a Short-Term Event Form to your Financial Manager

## Device Pick-Up

☐ Verify ALL cashiers/operators have completed their assigned training **PRIOR** to device pick-up

☐ Confirm your device pick-up time with the Student Business Office by emailing cashier@wwu.edu

    ∗ Availability is one day prior to your event, between 9am and 4pm, Monday through Friday

    ∗ ONLY cashiers/operators listed on the event esign form will be eligible to pick-up devices

☐ Pick-up your device(s) from the Student Business Office

    ☐ Bring the laptop/tablet/etc. you will use during your event

    ☐ Provide photo identification to the SBO representative

    ☐ Receive a brief training on navigating your event emarket website and/or proper handling of your change fund

    ☐ Sign and attest to the condition of your credit card reader and/or HotSpot device

    ☐ Sign and attest to the return date of your borrowed device(s) and/or change fund

# Short-Term Event To-Do List

## Device Return

☐ Return your borrowed device(s) and/or change fund to the Student Business Office **immediately** after your event

* ＊ Availability is between 9am and 4pm, Monday through Friday
* ☐ Sign and attest to the condition of your credit card reader and/or HotSpot device upon return
* ☐ Act as a witness as your change fund and additional cash are counted and verified

＊ IF your event is during the **evening or weekend**

* ☐ Return your borrowed device(s) and/or change fund promptly on the next business day
* ☐ Coordinate with your Financial Manager to organize a secure place to store your device(s) and/or change fund until they can be returned
  * ＊ These devices should NEVER be stored in your home or car and must be stored securely on campus

REMINDER: The individual that picks-up the device(s) are responsible for their safe return to the Student Business Office. Responsibility for device return should not be transferred to any other individuals.

If you have any questions or concerns, please reach out to Treasury Services at Treasury.Services@wwu.edu or the Student Business Office at sbo@wwu.edu or cashier@wwu.edu. Thank you!