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|  | UNIVERSITY OF SOUTH AUSTRALIA**Finance Unit FS17**LOAN OF NAB EFTPOS TERMINAL AGREEMENT |
| **ATTENTION:** | accountsreceivable@unisa.edu.auAccounts Receivable, Finance Unit, City West Campus |
|  | Phone: (08) 8302 1727, (08) 8302 2130. Fax: (08) 8302 1656 |

The Financial Services Unit can provide a NAB EFTPOS terminal for use at local area UniSA events.

**The following conditions will apply:**

1. The terminal must be kept securely when not in use and when in use it must not be left unattended at any time.
2. The terminal is to be operated by a limited number of users and in accordance with the NAB EFTPOS Terminal Quick Reference Guide provided.
3. Refunds must only be processed to the original card and up to a maximum value of the original purchase. For reconciliation purposes, a list of refunds provided and the reason for refund must be documented at the time of processing. Please note, that a password is required to process refunds via the terminal and that this password will be provided to limited users and must not be shared.
4. It is the responsibility of the local area to collect the terminal from Financial Services at Level 2, 101 Currie Street and to return the terminal as soon as practical after the event.
5. It is the responsibility of the local area to reconcile all transactions and to ensure that a “last settlement” report is run via the terminal at the end of each session, and as a minimum daily. (Please refer to instructions on the Quick Reference Guide provided).
6. Payments processed via the terminal appear on the next working days Bank Statement. Accounts Receivable (accountsreceivable@unisa.edu.au) must be informed of the Item Code, Cost Centre and GST code applicable prior to use of the terminal to ensure that funds can be allocated accordingly.
7. The form “Request to borrow EFTPOS Terminal” must be completed.

**Use of the terminal:**

1. Please ensure the terminal is charged prior to the event. Once fully charged the terminal can be used off the cradle. If during the event the charge appears low, place back on the on the cradle and continue to use.
2. The terminal allows for “Tap and Go” for values under $100, and PIN approval for values in excess of $100. If prompted to verify signature, the operator must do so. Please note a signature is required for all refunds.
3. A customer copy of the EFTPOS receipt should be offered for all sales and **the merchant copy must be retained** **for every purchase or refund** and accompany the “last settlement report”.

**Receipting:**

1. A receipt book will be provided to facilitate provision of a tax receipt if requested. It is important to accurately reflect the value of the sale and clearly identify the amount of GST. A Tax Invoice must be provided upon request for all sales over the value of $82.50 (inclusive of GST).

**Acknowledgement of the conditions and use of the terminal:**

Requestors Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name *(please print):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Request to borrow EFTPOS Terminal

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| **School / Unit** |  |
| **Contact name** |  | **Contact Phone:** |  |
| **Purpose / Event** |  |
| **Reason EFTPOS required** | (e.g. ticket sales, merchandise, donation) |
| **Date required** | **From:****To:** |
| **Who will be operating the terminal** |  |
| **Who should have access to process refunds** |  |
| **Area Accountant** |  |
| **Please note funds will be allocated to one Cost Centre/Item Code \*** |  | - |  | - |  |
| **Sub-Ledger***(e.g. AD/PG/SR/TN/PD)* |  | **Account Code***(6 digits unless PD)* |  | **Item Code***(4 digits)* |
| **Will GST apply to all sales** | **Please contact Kristian Thoroughgood 830 21922** |

\* Please liaise with your local Accountant to reconcile funds against multiple Cost Centres, Item Codes and GST Codes.

**Please email your completed forms to** **accountsreceivable@unisa.edu.au**