

WIRELESS PENNCARD ATTENDANCE READER REQUEST FORM



(Please Print)

Today's date		
BORROWER INFORMATION		
Borrower's Last Name:	First:	Middle:
Group Name:		
Street Address:	Phone Number:	Email Address:
City:	State:	ZIP Code:
FINANCIAL INFORMATION		
Rental Fee: \$20 per day per reader		
Budget Code for Fee Assessment:		

EVENT INFORMATION			
Name of Event:		Address/Location of Event:	
Start Date of Event:	End Date of Event:	Date when you would need to pick up the reader(s):	Date when you would like to return the reader(s):
How many readers would you like to borrow? (availability may vary) <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four			

ACCEPTANCE OF RESPONSIBILITY	
By signing here, the borrower acknowledges their group's acceptance of financial responsibility for this equipment. In addition, the Merchant agrees to immediately report any issues or problems with use of the device to the PennCard Center to ensure prompt resolution.	
_____ <i>Signature</i>	_____ <i>Date</i>

EMAIL TO: penncard@upenn.edu