PennCard
UNIVERSITY *of* PENNSYLVANIA

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: **$35 WiFi / $60 AT&T per reader per day of event** – please specify below how many days the reader will be in use.
Billing Budget Code:

EVENT INFORMATION

Name of Event:		Address/Location of Event:	
Date/Time Event Starts:	Date/Time Event Ends:	Date when you would need to pick up the reader(s): **Same-Day Pick-Up Starting at 10:00 AM, Day-Before Pickup Starting at 4:00 PM.**	Date when you would like to return the reader(s): **Must be returned by 9:30 AM; $30 per device penalty for late return**

How many readers would you like to borrow? (availability may vary)	❑ One	❑ Two	❑ Three	❑ Other: _____

What type of readers would you like to borrow? (availability may vary) ❑ WiFi   ❑ AT&T Mobile

WiFi devices should be suitable for any location with good AirPennNet coverage.
Those hosting events off-campus or anywhere else AirPennNet does not reach should still request readers with AT&T service.

Is the event open to all PennCard holders, or limited to a specific group/population?	❑ Open	❑ Limited*	* If your event has a limited list of invited individuals or authorized attendees, please send a spreadsheet of the approved Penn ID numbers to penncard@upenn.edu no later than 24 hours prior to the beginning of your event.

Email address for attendance report:

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

_____   _____
Signature   *Date*