



NEW SQUARE READER FOR CONTACTLESS & CHIP FORM

**ACCEPT CHIP CARDS (EMV) AND CONTACTLESS (NFC) PAYMENTS
and magstripe cards.**

Requests will be filled first come, first served. Pick-up is in the service center in Cedar Knolls during normal business hours. The person whose email address is being used for the account must be present for the training and the account activation. (Alternate arrangements can be made for the return but pick up must be done during normal business hours at the Service Center in Cedar Knolls.) There is a \$50.00 deposit on each reader.



Unit Type (Circle) Pack / Troop / Crew **Unit Number** _____

District _____ **Pick Up Date** _____ **Pick Up Time** _____

Name _____

Phone # (required for account) _____

Email (to be used for account) _____

Square Contactless, Chip and Magstripe Reader

We have received the following equipment in working order:

Square Reader for chip & contactless, magstripe reader & micro USB charging cable, 1 hard plastic credit card sign and 1 NJ Cares sign

S/N # _____

We agree to return the all the pieces listed above in working order by November 9, 2020 at 5:00 pm in Cedar Knolls. Failure to do so will result in the unit forfeiting the \$50 deposit.

Agreed to this date _____ **By (print)** _____

Signature _____

Enclosed is our check # _____ or use our unit account _____ or credit card _____

CC # _____ **Exp Date** _____ **CVV#** _____

Billing Street Number _____ **Billing Zip Code** _____

1 Saddle Road
Cedar Knolls, NJ 07927
Office: 973-765-9322
Fax: 973-267-3406

www.ppcbsa.org

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Rules For Use

- The unit leader will receive an email from Square with a link to create a POS account.
- All users will need to download the Square Point of Sale app.
- Access to the account is by the email address (from the front page) and password (created by the leader).
- The unit leader responsible for the equipment will be trained by PPC staff.
- The unit leader will instruct the adult leader in charge of the Show and Sell location in its proper use and share the email address and password used to set-up the account.
- The Square Readers WILL ONLY be used by the adult leader in charge of the Show and Sell sale at that location.
- At no time are youth allowed to handle the Square Readers.
- All monies received for credit card sales will be electronically transferred into a PPC bank account.
- PPC will pay the credit card processing fees.
- PPC staff will run a report once per week and credit the sales to the unit's invoice in Camp Master's.
- All accounts will be deactivated by November 1, 2020

Remote Credit Card Reader Return Form

The following equipment has been returned in working order:

Square Reader for chip & contactless, magstripe & micro USB charging cable, hard plastic credit card sign and NJ Cares sign.

S/N # _____

Return Date _____

Return Received By _____

Please return this form to Beth Miller-Porter at Patriots' Path Council. Use address or fax number below or email to Beth.Millerporter@Scouting.org. **An email will be sent to confirm the pick-up date and time.**

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