



## 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 at 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. (Returning Users with the same email address can make alternate arrangements.) There is a \$50 deposit on each reader.



**Unit Type (Circle) Pack / Troop / Crew / Team (Single Seller)      Unit Number \_\_\_\_\_**

**District \_\_\_\_\_ Pick Up Date / 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 and contactless, magstripe reader, micro-USB charging cable, 1 hard plastic credit card sign and 1 N.J. Cares sign

S/N # \_\_\_\_\_

**We agree to return all the pieces listed above in working order by November 21, 2022, at 5:00 p.m. 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 \_\_\_\_\_





The below information will be obtained when the reader is picked up or via a phone call.

CC # \_\_\_\_\_ Exp Date \_\_\_\_\_ CVV# \_\_\_\_\_

Billing Street Number \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

**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 Masters.
- All accounts will be deactivated by November 1, 2022.

**Remote Credit Card Reader Return Form**

The following equipment has been returned in working order:

Square Reader for chip and contactless, magstripe reader, micro-USB charging cable, hard plastic credit card sign and N.J. Cares sign.

S/N # \_\_\_\_\_

Return Date \_\_\_\_\_

Return Received By \_\_\_\_\_

Please return this form to Ryan Palmer at Patriots' Path Council. Use address or fax number below or email to [ryan.palmer@scouting.org](mailto:ryan.palmer@scouting.org) **An email will be sent to confirm the pick-up date and time.**

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

[www.ppcbsa.org](http://www.ppcbsa.org)

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