



Remote Access Credit Card Machine and Printer Request Form

Requests will be filled first come, first served. To help meet the needs of all the units, the credit card machine may not be available until the afternoon of your sale and may need to be returned the following morning by 10 am. Pick-up and return is to the service center in Cedar Knolls, Monday through Friday from 9:00 am to 5:00 pm.

Form Date _____ Unit Type and # _____ District _____

Date Needed _____ Anticipated Return Date _____

Name _____

Phone # _____ Email _____

Remote Access Credit Card Machine Pick Up Form

Equipment received in working order (in proper packaging, no broken pieces or missing pieces).

1 piece – Remote CC Machine First Data # _____

1 piece – Power cord and 1 extra roll of receipt paper for printer

The unit, _____ of _____ district agrees to return all of the equipment listed above in working order and by the agreed upon date. For failure to do so, the unit will be required to pay the full replacement price.

Date(s) of use _____ Projected return date _____

Agreed to this date _____

By (print) _____

Signature _____

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





Rules For Use

- The unit leader responsible for the equipment has been 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 review the enclosed Use Directions.
- The remote access credit card machine 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 remote access credit card machine.
- The unit leader will insure that all proper reconciliation procedures are followed daily.
- All monies received for card sales will be electronically transferred into a PPC bank account.
- PPC will credit the money toward the unit's popcorn invoice.
- PPC will pay for the credit card processing fees.
- The signed merchant copy of each transaction along with the daily reconciliation reports are turned in when the credit card machine is returned.

Reconciliation at the End of Each Day

1. Must be done at the end of each sale day.
2. A total of 4 reports are printed – see included directions

Remote Access Credit Card Machine Return Form

Equipment returned in working order (in proper packaging, no broken pieces or missing pieces).

1 piece – Remote CC Machine First Data # _____

1 piece – Power cord

All merchant receipts & daily reconciliation reports (4 per day) are turned in Yes / No

Return Date _____

Return Received By _____

Condition /All Parts _____

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www.ppcbsa.org

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