

# University of San Francisco

## User Agreement for iPads

Full Name \_\_\_\_\_

Username \_\_\_\_\_ USF Email \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number \_\_\_\_\_

Event \_\_\_\_\_ Location \_\_\_\_\_

Checkout Date \_\_\_\_\_ Expected Return Date \_\_\_\_\_

FOAP \_\_\_\_\_

### EQUIPMENT TAG NUMBERS

IPAD \_\_\_\_\_

CHARGER \_\_\_\_\_

CARD READER \_\_\_\_\_

I understand that this equipment must be returned to the Office of Accounting and Business Services (ABS) on the Expected Return Date referenced above during the business hours of 9:00 am to 5:00 pm, Monday through Friday. I acknowledge and agree to be held accountable for all equipment furnished to me under this rental agreement. In the case of loss, theft, or damage, I will immediately contact Ivy Efendioglu at [ivy@usfca.edu](mailto:ivy@usfca.edu) or ext. 2731.

ABS reserves the right to charge the FOAP entered above for any damage or loss incurred during the equipment rental period. (The equipment covered by this agreement has a total replacement cost of approximately \$800.)

By signing this agreement, I acknowledge that I have read and agree to the attached Terms and Conditions.

**Signature of Cashier** \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor Signature (for student users only)** \_\_\_\_\_ Date \_\_\_\_\_

**Business Manager Signature** \_\_\_\_\_ Date \_\_\_\_\_

*Do not write below this line*

Checked Out by \_\_\_\_\_ Date \_\_\_\_\_

Checked In by \_\_\_\_\_ Date \_\_\_\_\_

Condition upon return \_\_\_\_\_

# User Agreement for iPads

## TERMS AND CONDITIONS

- As a CASHNet cashier, I understand the importance of protecting credit card information on behalf of the University.
- I understand that the iPad, charger, and card reader covered under this agreement are the property of the University and are for the sole purpose of processing credit (and debit) cards.
- I will be responsible for the security of the iPad and related equipment while they are in my custody.
- I will take appropriate steps to protect the iPad, card reader, and charger equipment while in my custody and all associated cardholder data from loss or theft. To this end, I will
  - Not leave the iPad in any public locations,
  - Not leave the iPad in my car, and
  - Not check the iPad in any luggage.
- I will accept financial responsibility for the loss or theft of the equipment subject to this agreement and any unauthorized disclosure of cardholder information resulting from my failure to take appropriate steps to safeguard and protect such equipment and data.
- I will immediately contact ABS if the iPad or related equipment is lost or stolen. When not in use, the iPad will be stored in a secure area.
- I will not compromise or otherwise tamper with the iPad operating system or use the iPad to download personal data or apps.
- I agree not to loan this equipment to anyone else for any purpose.
- I will promptly return the iPad, card reader, and charger to ABS by the Expected Return Date set forth in this agreement.