

Special Events Loaner Credit Card Terminal Request Form

Saint Louis University

Name	Phone Number
Department	Email

Name of Event	Location of Event
Date of Event	Number of Terminals Requested (Maximum of 3)

Treasury will perform the Workday AdHoc Bank Transaction for all transactions performed on the Special Events Loaner Credit Card Terminals. All credit card receipts and batch settlement reports must be returned with the terminals. If copies of the individual receipts are needed for your records, please make photocopies before returning the terminals. Treasury will send a deposit receipt confirmation via email once the deposit has been completed.