

Mobile Card Readers available for Clubs and Societies.

Warwick Students' Union now has four mobile card readers that are available for clubs and societies to use when undertaking charitable and fundraising collections **on campus**.

The readers work in conjunction with a Union provided mobile phone. The readers are only configured to connect via Wi-Fi currently, so it is not currently possible to borrow them for use off campus.

These card readers are set up so that card donations can be made simply and money raised is received the next day into the Unions bank account. This means it can be quickly recorded and posted to the account of the club/society.

Each of the card reader is only available for loan on a day-by-day basis and must be collected and returned to the Union Finance office at the agreed time so that the amount collected each day can be recorded and the readers and phones used to operate them can be charged up for use the next day.

Where a club or society does not comply with this, it may impact the ability to utilise the card readers in the future.

The provider of the readers makes a charge per transaction of approximately 2%, this charge is deducted from the total amount collected and posted to the club/society account.

Generally, one card reader will be issued to a club/society and can be collected from the Finance Team from 9.30am and returned by 4.00pm. This allows the Finance Team to record information and prepare the readers for use the next day.

NB: The office closes at 3.30pm on Friday's so if you are unable to return the card by then please let the Finance Team know when collecting the readers and they will provide you with details of where you can return them.

If you want to use more than one reader or you need to borrow readers for longer than one day, please contact the Finance Team well in advance of your event so that we can discuss requirements, see if we can provide the readers on the desired basis and plan for this effectively.

How to book a card reader

Complete the Card Reader Booking Form that can be found on the Warwick SU Website

[Card Reader Request Form](#)

The Club and Society co-ordinators will confirm whether the card reader can be used for the intended purpose and check that one is available for the desired day.

Once confirmed, the coordinator will enter the booking on the internal booking sheet.

Please do not regard the reader as booked until you receive confirmation email from Student Activities.

On the day of collection, the person identified at the time of booking must be the one to collect the reader and **MUST** present their student ID for inspection. No reader will be issued without this.

Please allow 30 minutes to be shown how to operate the reader. More than one person can be shown how to use the reader if required.

When returning the reader to Finance, details of the amount of money collected will be recorded and if required a report will be emailed to a nominated club/society member.

Once Square have sent the money through to the Unions' bank account, the funds, less card transaction fees, will be transferred to the nominated account on the Unions' finance system within five working days.

If there are technical problems with the reader during the period of use, please return to the Finance Office for assistance as soon as possible.

If when using the reader you lose WiFi connection, the reader can still capture payments, but it is important you return the card reader and phone to the Finance Office so that transactions can then be uploaded once connection is reestablished.