

Using William & Mary Express for Fundraisers and Programs

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1. Purpose

William & Mary Express is a declining balance account that connects Tribe Card holders with the William & Mary campus community. These guidelines set forth the terms and conditions for the collection of William & Mary Express funds, and usage of equipment during fundraising transaction activities.

2. Scope

This guideline applies to individuals participating in transaction activities affiliated with William & Mary that utilize William & Mary Express funds, services, and equipment. This includes but is not limited to recognized student organizations, faculty, staff, retired faculty and staff, emeritus faculty, enrolled students, affiliates, and visitors.

3. Definitions

- **Organization Representative:** The organization representative is the person responsible for conducting transactions and renting card reader equipment. The organization representative must confirm the appropriate documentation, including a Substitute W9 form, is on file with

William & Mary's Accounts Payable department, before renting equipment and conducting transactions. The organization representative also submits a completed [W&M Express Equipment Request and Acceptance Agreement](#) for approval.

- **Equipment:** Point of sale transaction devices and mobile card reader equipment and accessories owned by Tribe Card Services.
- **Tribe Card Services:** Tribe Card Services operates the identification card system used to access goods and services at the College of William & Mary. It also manages the William & Mary Express program for declining balance accounts. Tribe Card Services is located in the Campus Center, Room 169. The office is open Monday – Friday from 8:00 am – 5:00 pm and can be contacted by phone (757-221-2105) and email (tribecard@wm.edu).
- **Auxiliary Services:** The Office of Auxiliary Services provides a variety of products and services that support and enhance campus life for students, faculty and staff, alumni, and guests of the College. The Office is committed to fostering an environment that promotes the diversity of creativity, excellence, thought, culture and educational opportunities throughout the auxiliary enterprise at the College of William & Mary. The Auxiliary Service office is located in the Corner House at 402 Jamestown Road.

4. Card Reader Equipment Rental

1. William & Mary enrolled students, faculty and staff may rent card reader equipment for transaction activities in conjunction with official College departments or recognized student organizations. Rentals are not allowed for any non-W&M affiliated organizations or for personal use.
2. To accept W&M Express funds during an event, the organization representative will submit a W&M Express Fundraiser request no less than ten (10) days prior to the event. Tribe Card Services will confirm equipment availability of card reader/point of sale rentals to be used for the event, and coordinate any training appointments. Prior to equipment rental, a fully approved [W&M Express Equipment Request and Acceptance Agreement](#) must on file at the Tribe Card Services office. If check reimbursement is requested, a completed [W&M Substitute W9 Request for Taxpayer Identification Number](#) must be on file with Accounts Payable.
3. Unless other arrangements are made, equipment can be picked up at the Tribe Card Service office one business day before the event and returned promptly at the end of the event or Noon the following business day. Office hours are Monday-Friday 8:00 am-5:00 pm.
4. Prior to release of the equipment, the organization representative must complete training for equipment usage and record keeping. Training must be renewed annually.
5. It is the organization representative's responsibility to test all equipment prior to usage. The Tribe Card Services office will only assist with equipment troubleshooting during normal business hours. Tribe Card Services is not responsible for any claims of lost sales due to malfunctioning equipment.
6. Rental charges assessed will be noted on the W&M Express Fundraiser Agreement based on the unit reserved. The standard charge incurred is a 3.5% per transaction fee.
7. The cancellation of a W&M Express equipment reservation must be received in writing at least two business days prior to the reservation pick-up date to avoid rental fee charges. Cancellations received less than two business days prior to the reservation date are subject to a \$25 penalty.

8. Equipment may be rented for 3 days unless prior approval is granted. Equipment not returned within the agreed upon timeframe will be assessed a \$25 penalty, per day. After five business days, the equipment will be considered stolen and will be assessed the damage fee, not to exceed \$1000.
9. Tribe Card Services is not responsible for location or facility rentals. All locations, facilities and services must be reserved with the pertinent authority.

5. Using William & Mary Express for Transactions

1. All W&M Express transactions conducted by student organizations are subject to the policies and procedures of Student Leadership Development and University Development.
2. All sales must comply with current William & Mary fundraising regulations and Solicitation, Distribution and Sales policies. Sale of alcohol, tobacco, weapons, and illegal items or substances is strictly prohibited. Use of the William & Mary name and logo must comply with current licensing agreements www.wm.edu/offices/auxiliary/licensing
3. Separate surcharges, or penalty costs for Express transactions are prohibited. Item pricing for Express transactions must be consistent with item pricing for other forms of payment.
4. Equipment may only be used at on-campus locations. The devices and readers are not designed for exposure to extreme heat, moisture, or inclement weather.
5. The equipment, configuration, and applications must be returned in the same condition it was issued. Any repair or replacement charges are the financial responsibility of the organization in accordance with the Conduct Office. Appropriate loss/damage fees will be communicated with the organization representative in writing and will be deducted from sales prior invoicing. If sales do not exceed these charges, then the organization will be billed for the damages or losses, unless alternate arrangements are made with the Tribe Card Services office. Replacement costs will not exceed \$1000.
6. After the equipment is returned to Tribe Card Services, a report will be generated detailing each transaction and the total amount to be processed for payment. It is the organization representative's responsibility to verify that each entry is accurate and posted to the appropriate accounts. Upon approval, the transaction report must be signed by the organization representative and becomes the property of Tribe Card Services. It is also the organization representative's responsibility to reconcile the account and disperse any merchandise.

6. Payment Disbursement

1. Tribe Card Services will provide a voucher with sales report for the total W&M Express sales, less transaction fees, to the College's Accounts Payable Department. The payment will be processed in accordance with Accounts Payable policies and state regulations and mailed to the address provided by the organization representative. For College departments (or student organizations with College indexes), funds may be transferred via Journal Voucher with prior arrangements with email confirmation provided to the organization contact.
2. Only when an internet connection inadvertently becomes offline, and the equipment is rendered unusable, the organization representative may use the [manual transaction log](#) for any purchases deducted from a W&M Express account. The transaction log **must** include the

following fields: a) name, b) ID number, c) amount, d) signature, and e) date. The signature represents the authorization to deduct the amount of the purchase from the account holder's Express account. **Any entries without a dated signature cannot be processed.** Transactions recorded on a Transaction log must be recorded within three (3) business days. Tribe Card Services will process transactions within five business days of the selling period as posting transactions in a timely manner reduces the risk of insufficient funds. A W&M Express Equipment Rental Acceptance Agreement, approved by the Office of Student Leadership Development (or other College department if appropriate), must be on file in the Tribe Card Services office, **prior to** conducting any W&M Express transactions. Transactions that are not fully approved cannot be processed.

- Account holders lacking funds to cover the cost of the sale cannot be processed. Tribe Card Services will provide the organization with a transaction report but is not responsible for the collection of outstanding balances.

7. Authoritative Source

The authoritative source on this policy and responsibility for its implementation rests with the Tribe Card Services and Auxiliary Services.

8. For Assistance

Contact Tribe Card Services for support at 757-221-2105.

9. Revision History

Version	Date	New	Comments Original
Version 1.0	7/1/2014	Original	Using W&M Express for Fundraising and Programs
Version 1.1	1/21/2016		Update: 1) align with state W9 regulations, combined equipment request/acceptance agreement form. 2) prohibit surcharges 3) extend rental period to 3 days 4) remove 48 hour approval period

10. Approvals

Name	Role	Members	Date
Auxiliary Services Tribe Card Services	Approval		