

Card Reader Rental FAQ's

- **Who can rent JACard Readers?**
Card Reader Rentals are only available to JMU active-enrolled students, JMU Staff and JMU Faculty. Rentals are not allowed for any non-JMU affiliated organizations.
- **What types of funds can the Reader be used for?**
Flex Only.
- **Where do I find the Card Reader Rental Agreement?**
Card Reader Rental Agreement can be found on the main Reader Rentals Page: Please print this out!
<http://www.jmu.edu/cardctr/files/rental.pdf>
- **Where can I get a Commonwealth of VA W-9 Form?**
This must be printed, completely filled out and signed.
<http://www.jmu.edu/cardctr/files/W9.pdf>
- **Where do I drop off the completed forms?**
Card Services, 2nd Floor, Student Success Center, Monday – Friday, 8:00am – 5:00pm. Call (540)568-6446 for further information.
- **What locations are available for Card Reader Events?**
Rental Location must have full access to JMU-Official-Wireless.
Card Services does not handle the reservations of any of these locations.
To reserve locations, please contact [JMU Events and Conferences](http://www.jmu.edu/events) (540)568-6330.
- **Can I conduct transactions with the reader from a list of names with ID #'s?**
No. FERPA Regulations forbid the making or printing of lists with ID #'s.
- **Can we sell food?**
No. Any exceptions are made through [Dining Services](http://www.jmu.edu/dining), Angie Thompson(THOMP4AM@JMU.EDU).
- **Who is responsible for the equipment?**
The person who fills out the Card Reader Rental Agreement is responsible for the care, usage and return of the Card Reader.
- **Where do I return the Card Reader?**
Card Services, 2nd Floor, Student Success Center, by 9am, the next business day. Call (540)568-6446 for further information.
- **What are the fees?**
There is a \$25.00 per day fee associated with the rental of a card reader.