UW-W HawkCard Office
Wireless HawkCard Reader Policy

1) OVERVIEW
   a) The UW-W HawkCard Office, as a service to the campus community, has obtained HawkCard card readers to interface with the UW-W HawkCard System.
   b) These devices will allow a student organization or campus department to:
      i) Accept PURPLE POINTS payments in real-time via the UW-W network, wired or wireless (Wi-Fi).
      ii) Check that students are currently enrolled and therefore eligible to participate in a particular event.

2) ELIGIBILITY
   a) This service is available to all UW-W recognized student organizations that have a valid UW-W SUFAC account, obtained from the Career & Leadership Development office, located at UC 146, OR a Student/Faculty Account obtained from the UW-W Cashiers Office located in Hyer Hall 104. This service from the HawkCard Office is also available to all UW-W departments with a 10-digit “Org Code.”
   b) The UW-W HawkCard Office will review/approve all requests to accept PURPLE POINTS. All eligible student orgs/campus departments must complete and return a “UW-W HawkCard Reader Request” form, obtained from the HawkCard Office, UC 250, before the HawkCard Reader will be issued.

3) COSTS FOR USE OF THE WIRELESS HAWKCARD READER.
   a) There is no cost to recognized student organizations for the use of the HawkCard Reader.
   b) There is a 2% service fee charged to UW-W departments for Purple Point sales of goods or services.
   c) There is no cost to UW-W departments that use the HawkCard Reader only to verify student enrollment status at an event.

4) LIMITATIONS
   a) Network Coverage
      i) The HawkCard Readers use the UW-W network (either wired or Wi-Fi, depending on the device) for connectivity. HawkCard reader usage is limited to campus areas with network coverage. Please note the specific location where the device will be used on the “UW-W HawkCard Reader Request” form.
      ii) The UW-W HawkCard Office will confirm with iCIT that network coverage exists in the area of your event.
   b) HawkCard Readers
      i) The maximum checkout time for a device is one (1) week. If the device is needed for a longer period, the UW-W HawkCard Office will try to make accommodations if possible.
      ii) The maximum number of devices requested is two (2) per organization. There are a limited number of devices and will be issued on a first come-first serve basis.
      iii) The “HawkCard Reader Request” form must be submitted to the UW-W HawkCard Office, UC 250, at least one (1) week prior to the event and no more than (30) calendar days in advance.

5) PENALTIES AND DAMAGES
   a) The HawkCard Reader should be returned to the UW-W HawkCard Office at UC 250 within (1) business day after the event. The HawkCard Office is open 8:00 AM-4:30 PM, Monday-Friday.
   b) If the device is not returned within one (1) business day, a UW-W HawkCard Office representative will attempt to contact the Group Representative listed on the “HawkCard Reader Request” form. If the device is not returned within seven (7) calendar days after the event, a late fee of $25 per day will be assessed for five (5) calendar days. If the device has not been returned within 14 calendar days after the event, the current full recovery cost of the device and all parts not returned will be charged against the SUFAC account code OR UW-W Student/Faculty account provided on the HawkCard Reader Request Form. The current full recovery cost is $2,250 per reader.
   c) The requesting organization is responsible for the HawkCard equipment from the moment equipment is picked up from the HawkCard Office or delivered to a representative at the site, until the moment the equipment is returned to the HawkCard Office or picked up from a representative at the site. If equipment is lost or damaged during the time an organization is responsible for the equipment, the cost of repair/replacement will be billed/charged to the responsible organization. Each HawkCard wireless reader costs up to $2,250.

6) TRANSFER OF PURPLE POINT FUNDS
   a) At the conclusion of the event(s) and once all equipment has been returned to the UW-W HawkCard Office, the sales totals will be reconciled to the UW-W HawkCard System. The UW-W HawkCard Office does not guarantee funds collected through the reader in off-line mode. HawkCard Readers returned to the UW-W HawkCard Office more than 14 calendar days after the event may not be processed. Proceeds from student organization events will only be credited to valid UW-W SUFAC accounts or UW-W Student/Faculty accounts. The UW-W HawkCard Office will not issue checks. All SUFAC account credits or payments to UW-W Student/Faculty accounts will be processed within 10 business days of the event that the debits to cardholder accounts were processed.

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