



Extension
UNIVERSITY OF WISCONSIN-MADISON
WINNEBAGO COUNTY

Winnebago County 4-H Leaders' Board
Cash Register System
Check-Out Agreement



625 E County Road Y • Suite 600 • Oshkosh, WI 54901 • (920) 232-1974 • FAX (920) 232-1967 • <https://winnebago.extension.wisc.edu/4h/>

The Winnebago County 4-H Cash Register System (I-Pad/Square/Hot Spot) is available to check out by certified 4-H leaders to be used at fundraising events (leaders must be trained on the cash register/square system PRIOR to checking it out). The person who checks out the cash register system will be held responsible for its safe use and return by agreeing to the statements listed below.

Contact Information:

Name:	Pick-up Date:	Phone:
Date Trained on Cash Register System:	Email:	
Brief description of activity where cash register will be used:		

PLEASE READ and INITIAL:

- _____ I will provide a deposit of \$100 at time of checkout
 - _____ I have contacted the Leader in charge of the Square Account to reserve use of account and to set up the event (including menu and pricing) in the square system.
 - _____ I agree to pick up the cash register system on _____.
 - _____ I have completed the inventory list with Extension Staff on the back of this form, verifying all equipment I have checked out. *(Inventory will be completed again upon return)*
 - _____ I understand that I am responsible for the cash register system, its travel, safe use, and return.
 - _____ I agree to keep the cash register system locked up if I have it checked out overnight. Please keep equipment out of extreme heat or extreme cold. Bring inside a building or home when possible.
 - _____ I agree to return the cash register system by _____.
 - _____ If equipment is lost, damaged, or not returned, I understand I am responsible for actual cost of replacement or repair*
Replacement costs are listed on the back
 - _____ I agree to use the hot spot only for Square transaction data and not personal Internet use. Excessive data usage may result in extra charges that I am responsible for*.
- * Leaders may pass additional charges on to their group/fundraiser if appropriate, however it is still the responsibility of the Leader who checked out the equipment to collect money from their group. Contact the 4-H Program Coordinator with questions/concerns.*

I have read and fully understand the Cash Register System Check-Out Agreement Form.

Signature: _____ Date: _____

Deposit Make checks payable to: **Winnebago County 4-H Leaders' Association.**

Deposits will be held at the Extension Office and returned following inventory of parts and inspection of condition.

Office Use Only		
\$100 Deposit Check #: _____ or Cash _____		
Date & Time Signed Out: _____	Signature of Staff Member: _____	
Date & Time Signed In: _____	Signature of Staff Member: _____	
Condition of cash register system upon return:	Excellent	Good
	Damage/Missing Items	
<i>Please describe any concerns with condition on back of form</i>		
Amount of deposit returned: \$ _____		



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Equipment Inventory & Replacement Costs
(Complete at Check-out and Check-in)

The following equipment is a part of the Winnebago County 4-H Cash Register System. The equipment is held in two separate boxes. Not all equipment out of each box may be used during an event but should be kept together at all times.

Box 1 – Large Box				
Checked Out	Description	Checked In	Condition	Estimated Replacement Cost
	Old iPad and Stand and cables			\$250
	Receipt Printer and cables			\$350
	Cash Drawer and cables			\$250
	US Cellular Hot Spot and power adapter			\$100
	IOGear Network Adapter			\$50
	Square magnetic stripe reader			\$25
	Extra tape rolls for printer		Please list number remaining: _____ Notify Leader in charge of Square system when less than 2 rolls of receipt tape remain	\$15 for 10 rolls

Box 2 – Smaller Box – New iPad Stand/System				
Checked Out	Description	Checked In	Condition	Estimated Replacement Cost
	iPad and iPad accessories			\$350
	Square Stand			\$200
	Square stand accessories			\$40
	Square chip reader and dock			\$100