2015/2016 Special Programs Meal Card

Departments hosting an individual or special group may purchase meal cards to issue to participants for use in on-campus Food Service locations. Penn State Food Services offers a variety of dining options just a short walk from nearly any point on campus. For Food Service locations, descriptions, pricing, hours, and menus, visit the Food Service website at www.hfs.psu.edu/foodservices.

Meal cards are valid in ALL on-campus dining commons and retail locations, including convenience stores. Purchases are discounted, where applicable, at the LionCash+ rate. The Dining Commons offer an all-you-care-to-eat fare at a fixed price of $6.25 for breakfast, $9.95 for lunch, and $12.25 for dinner (prices good until August 10, 2016). Purchases at the Retail Locations are a la carte so pricing is calculated per item purchased.

At the conclusion of the program, the requesting department will be direct billed for the total amount of charges plus a $1 per card setup fee. An itemized listing of card transactions will only be issued upon request prior to the start of the program.

Please complete the sections below and mail to the id+ Office, 20 HUB-Robeson Center; allowing 5-7 days for processing.

**PROGRAM DETAIL:**

Program Name: __________________________________________________________

Program Date(s): ____________________________________________ (Date cards are to be active)

# of Cards Needed: ________

$ Amount per Card: ________

**BILLING INFORMATION:**

Department Name: _______________________________________________________

Program Name: _________________________________________________________

Contact Name: _________________________________________________________

Phone Number: ____________________________

Billing Address: _________________________________________________________

Campus: _______________________________________________________________

Budget: __________ Fund Number: __________ Object Code: __________

Authorized Signature: __________________________ Date: ______/____/____

Printed Name: _________________________________________________________

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**id+ Office Use:**

Card Number(s): ____________________________ – ____________________________

Processed by: ____________________________________________

Acct #: _____ Cards Added: ____________

**ACCOUNTING:**

Total Setup Fee (Budget 837-15, Fund 10050, Object Code 030): $_______________

Total Amount of Charges (Budget 836-45 – see attached paperwork): $_______________

Total Charges: $_______________

Cards Received By: ______________________________________ Date: ______/____/____

Printed Name: __________________________________________ Form revised: 7/3/2015