Food Services Charge Card Application

Penn State Food Services offers a variety of dining options just a short walk from nearly any point on campus. A Food Service Charge Card enables departments to charge meals purchased on-campus to a University budget, up to a predetermined dollar limit. Cards are valid in all on-campus dining commons and retail locations, including convenience stores, or may be restricted to dining commons use only. Purchases are discounted, where applicable, at the LionCash+ rate, and are billed on a monthly basis.

To request a Food Service Charge Card or to make changes to an existing card, please complete the sections below and mail the completed form to the id+ Office, 103 HUB-Robeson Center; allowing 5-7 days for processing. The one-time $5 per card setup fee is payable via an IDCC to &HID (IDHUB Central Desk) and must be received prior to issuance of the card.

BILLING INFORMATION:
Department Name: _______________________________________________________
Contact Name: _______________________________________________________
Phone Number: _______________________________________________________
Billing Address: _______________________________________________________
Campus: _______________________________________________________
Budget/Fund Number _______________________________________________________
IDCC Document #: ___________________ (for $5 per card setup fee)

CARD SPECIFICS:
Monthly Credit Limit (check one):
 Unlimited
 Charges not to exceed $___________ (fill in monthly limit)
Approved Use at the Following Locations:
 All on-campus food service establishments

To make the above changes to an existing Food Service Charge Card, please fill in the card number below
Card Number: 8993-___  ___  ___  ___  ___ 8993-___  ___  ___  ___  ___

Requesting department is responsible for all charges incurred. A bill for the total amount of charges will be sent to the department each month. An Itemized bill listing all transactions will be issued upon request.

Card number(s) should be tracked by the receiving department so that lost cards can be reported immediately to the id+ Office so that the card may be deactivated. Lost cards may be replaced at the current replacement fee.

*Budget Administrator Signature: ____________________________________________ Date: _____/_____/_____
*Financial Officer Signature: _________________________________________________ Date: _____/_____/_____
*Signatures required

For New Cards (id+ Office Use): Processed by: _____________________________
Card Number: 8993-___  ___  ___  ___  ___ 8993-___  ___  ___  ___  ___
  8993-___  ___  ___  ___  ___ 8993-___  ___  ___  ___  ___

Card Received By: ___________________________________________ Date: _____/_____/_____

Form revised 11/09/2011