2014/2015 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 $6.00 for breakfast, $9.75 for lunch, and $12.00 for dinner (prices good until August 10, 2015). 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, 103 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: _________________________________________________________

**id+ Office Use:**

Card Number(s): ______________________________________________________________________
Processed by: ________________________________________________________________________
Privilege #: ______, ______, ______  Plan #: _____  Issue #: _____  Acct #: _____  Acct Plan #: _____
MUP Add: __________  MUP Delete: __________

**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 7/31/14