



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, 20 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)

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: ____/____/____