



2016/2017 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 \$6.50 for breakfast, \$10.20 for lunch, and \$12.75 for dinner (prices good until August 10, 2017). 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: _____

Cards Received By: _____ Date: ____/____/____

Printed Name: _____

Form revised: 7/29/2016