



### 2018/2019 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](http://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 \$6.85 for breakfast, \$10.75 for lunch, and \$13.50 for dinner (prices good until August 11, 2019). 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: 8/16/2018