



Washington University in St. Louis

External Group - Meal Card Request Form

Visitors wishing to obtain a card or cards pre-loaded with Meal Points must complete and submit this form to Campus Card Services (Fax: 5-4402 or email to campuscard@wustl.edu) prior to visit. The card(s) can be used to purchase food and beverage at WUSTL Dining Service locations on-campus. Meal points are not accepted at Einstein's in Simon, Bauer Café, or Starbucks in Bauer Hall. Visit <http://diningservices.wustl.edu> for a complete list of locations.

Once the form has been received, a Campus Card Services staff member will contact you to confirm the order, request payment, & arrange for pick-up. Meal cards cost \$1.00/card (this fee is in addition to Meal Points ordered). Any unused Meal Points will be forfeited. **Payment must be made in advance with cash or check only.** Please make checks payable to Washington University in St. Louis.

Checks can be mailed to the following address:

**Washington University in St. Louis
Campus Box 1055
1 Brookings Drive
St. Louis, MO 63130**

For card order questions, please call Campus Card Services at (314) 935-8800.

Please allow two weeks for card orders to be processed.

Program/Group Name (to be printed on cards): _____

Number of cards needed: _____ Amount of Meal Points to be added to each card: _____

Amount cannot exceed \$2,000 per card.

Activation Date of Meal Points: _____ Expiration Date of Meal Points : _____

Requestor: _____ Requestor Phone #: _____

Requestor Signature: _____ Date: _____

ORDER PICKED UP BY:

Print Name: _____

Signature: _____ Date: _____

DS/CCS OFFICIAL USE ONLY:

Card Numbers Assigned: _____ Plan # _____

JR to CCS for the cards: _____ Amount: \$ _____

Date Payment Received: _____ Check/Cash RV Deposit #: _____