



Meal Points Department Card Request Form

Departments wishing to obtain a card pre-loaded with Meal Points must complete and submit this form to Campus Card Services (CB 1055, Fax: 5-4402 or email to campuscard@wustl.edu). The card can be used by members or guests of the corresponding department at WUSTL Dining Services 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 Dining Services locations.

Once the form has been received, a Campus Card Services staff member will contact you to arrange for pick-up. Meal cards cost \$1.00/card (this fee is in addition to meal points ordered). Replacement cards are \$10 each. A new form must be submitted each time funds are added.

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

Please allow two weeks for card orders to be processed.

Department Name: _____ **Department Billing Code:** _____

Program/Department Name (to be printed on card): _____

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:** _____
Expiration not to exceed 2 years from date of activation.

Requestor: _____ **Requestor Phone #:** _____

Requestor Signature: _____ **Date:** _____

Department Head Name: _____ **Dept Head Phone #:** _____

Dept. Head Signature: _____ **Date:** _____

ORDER PICKED UP BY:

Print Name: _____

Signature: _____ **Date:** _____

DS/CCS OFFICIAL USE ONLY:

Card Numbers Assigned: _____ **Plan #** _____

ID to Dept for the meal points & cards: _____ **Amount:** \$ _____

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