



# Washington University in St. Louis

## External Group Meal Card Request Form

Visitors wishing to obtain a card or cards preloaded with meal points must complete and submit this form to Campus Card Services (email to [campuscard@wustl.edu](mailto:campuscard@wustl.edu)) prior to visit. The card(s) can be used to purchase food and beverage at WashU Dining Services locations on-campus. Meal points are not accepted at Einstein's in Simon Hall, Bauer Café, or Starbucks in Bauer Hall. Visit <https://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, and arrange for pickup. Meal cards cost \$1.00 per 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  
1 Brookings Drive CB 1055  
Saint 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: \_\_\_\_\_

Requester: \_\_\_\_\_ Requester Phone #: \_\_\_\_\_

Requester 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 #: \_\_\_\_\_