

# Meal Points Department Card Request Form

Departments wishing to obtain a card pre-loaded with meal points must submit this form to Campus Card Services (CB 1055 or email to [campuscard@wustl.edu](mailto:campuscard@wustl.edu)). The card can be used by members or guests of the department at WashU Dining Services locations on campus. Meal points are not accepted at Einstein's in Simon, Bauer Café, or Starbucks in Bauer Hall. Visit <https://dining.wustl.edu/> for a complete list of Dining Services locations.

Once the form has been received, a Campus Card Services staff member will bill your department. Once the bill is paid, a staff member will contact you to arrange for pickup. There is a \$1 service fee per card. Replacement cards cost \$10 each. Additional meal points may be added to existing cards by submitting a new form. Please call Campus Card Services at 314-935-8800 with any questions.

*Please allow two weeks for card orders to be processed.*

Department Name: \_\_\_\_\_ Department Billing Code: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

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

Number of cards: \_\_\_\_\_ 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 activation date.

<b>RELOAD EXISTING CARD ORDER ONLY</b>	
Card #:	Amount:
Card #:	Amount:
Card #:	Amount:
<b>Amount cannot exceed \$2,000 per card.</b>	

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

Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Name: \_\_\_\_\_ Dept. Head Phone #: \_\_\_\_\_

Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ORDER PICKED UP BY:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CCS OFFICIAL USE ONLY:**

Card Numbers Assigned: \_\_\_\_\_

Billing Ref: \_\_\_\_\_ Plan # \_\_\_\_\_