

Meal Points Deposit Request Form

Departments wishing to add meal points to faculty, staff, or student WashU ID cards must submit this signed request form to Campus Card Services (CB 1055 or email to campuscard@wustl.edu). A completed, signed copy of the Gift, Prize, or Award Form needs to be submitted to the Tax Department (Linda Kennedy, linda_kennedy@wustl.edu) for each recipient. The form is on our website at <https://card.wustl.edu/forms/>.

Once both forms have been received, a staff member will bill your department. Once funds are paid, a staff member will contact you to let you know that the meal points have been added. There is a \$2.50 processing fee per card. Please allow two weeks for processing. Please call Campus Card Services at 314-935-8800 if you have questions.

Department Name: _____ Department Billing Code: _____

11-Digit Card #	Empl./Stud. ID #	Name	Amt. of Meal Points

Requester: _____ Requester Phone #: _____

Requester Signature: _____ Date: _____

Dept. Head Name: _____ Dept. Head Phone #: _____

Dept. Head Signature: _____ Date: _____

CCS OFFICIAL USE ONLY:

Card Numbers: _____

Billing Ref: _____ Plan # _____