



RESIDENTIAL AND HOSPITALITY SERVICES

department meal card order form

Meals purchased with a department meal card must meet business purposes as outlined in the MSU Manual of Business Procedures. The department purchasing the card has the responsibility to carefully track the card's use and maintain a record of the specific purpose of the meals as they are used.

Please be advised that you should only order the number of cards and meals necessary to fulfill your specific and immediate business purposes. Extra or reserve cards and meals are not to be purchased. Cards may be reloaded with meals.

Report lost or misplaced cards to RHS Information Services immediately at 517-355-2274 for deactivation.

Please fill in the information below and submit completed form to RHS Information Services by fax at 517-432-4404.

PLEASE PRINT

Purchasing Division: _____

Department Name: _____

Business Purpose: _____

Requested By: _____

Date: _____

E-mail: _____

Phone: _____

Account Number: _____

Please check one:

Your eJVE Copy to: _____

New Card

Authorized Signature: _____

Refill Existing Card;

PID _____

Name: _____

Please indicate the number of meals needed (minimum of 10 and in increments of 10):

Please note, meals are \$5.75 each.

Number of meals _____ x \$5.75 = _____

RHS Information Services Office Use Only:

Date: _____

Card Number Issued: _____

Issue #: _____

Order: _____

OPTIM: _____

Card: _____

eJVE: _____