



# Department Meal Card Ordering 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.**

**How much do meals cost?**

Meals are \$13 each. Please indicate the number of meals needed in the form below (minimum of 10 and only in increments of 10).

**How do I purchase card(s) or refill card(s) with meals?**

Authorized MSU departments on campus may purchase meal cards from the SLE Digital Strategies & Services office. Cards are intended for groups of 30 or less. In addition, they can be refilled once all meals have been used. Please fill out the form below to order or refill card(s) and submit your completed form by email to [info@spartancash.com](mailto:info@spartancash.com). For larger groups, please contact University Conference Services at (517) 353-9300 or [conferences@rhs.msu.edu](mailto:conferences@rhs.msu.edu).

**How do I report lost, stolen or misplaced card(s)?**

Report lost, stolen or misplaced cards to SLE Digital Strategies & Services immediately at 517-355-2274 for deactivation. If you lose/misplace your card and require a new one, a \$10 per card reprint fee will apply.

**What is available for conferences?**

Department meal cards are not intended for conference use. Meal tickets are available for purchase for \$13 per meal. Visit the [Eat at State website](#) to access the meal ticket request form.

Request Date: \_\_\_\_\_

Purchasing Division: \_\_\_\_\_

MSU Department: \_\_\_\_\_

Account #: \_\_\_\_\_

Send FYI Copy to: \_\_\_\_\_

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

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fiscal Officer Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Card Type (please check one)**

New Card  Refill of Existing Card (PID: \_\_\_\_\_)  Replacement Card (PID: \_\_\_\_\_)

**Indicate the number of meals below (minimum of 10 and only in increments of 10)**

Number of Meals \_\_\_\_\_ X \$13 each = \_\_\_\_\_

*Revised 07.18.24*

Digital Strategies & Services Use	
Date: _____	OPTIM: _____
Card Number Issued: _____	Card: _____
Order: _____	Issue #: _____

***Please note that meal cards are non-refundable and non-returnable.***

