



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.

How much do meals cost?

Meals are \$13.50 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 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. For larger groups, please contact University Conference Services at (517) 353-9300 or conferences@rhs.msu.edu.

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

Report lost, stolen or misplaced cards to 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 \$9.50 (breakfast) or \$13.50 (lunch/dinner) per meal. Visit the [Eat at State website](#) to access the meal ticket 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 \$13.50 each = _____

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

Digital Strategies & Services Use

Date: _____ OPTIM: _____

Card Number Issued: _____ Card: _____

Order: _____ Issue #: _____

Department Meal Card Log

Section 45 of the MSU Manual of Business Procedures identifies when meals may be charged to a university account. This log serves as documentation for those meals purchased through a department meal card.

Complete log as follows:

- More than five meals list: date, purpose, and number of meals are required.
- Five meals or less list: date, purpose, number of meals, names, and affiliation - list either MSU or guest's affiliation.

Name of account meal card purchased on: _____

Account #: _____

Meal Card #: _____

[illegible]