



Department Meal Card Order Form

Meals purchased with a department meal card must serve a legitimate business purpose, as outlined in the MSU Manual of Business Procedures. The department making the purchase is responsible for tracking card usage and maintaining documentation that clearly identifies the specific business purpose for each meal. Departments should purchase only the number of meal cards and meals needed to meet their immediate business needs. The purchase of extra or reserve meal cards or meals is not permitted.

How much do meals cost on the card?

Meals are sold in **bundles of 10 for \$14 per meal**. A minimum purchase of 10 meals is required. Please indicate the total number of meals needed on the form below.

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

Authorized MSU departments may purchase meal cards through the **Digital Strategies & Services Office**. Meal cards may be refilled once all meals have been used. To order or refill meal card(s), please complete the form below and submit it 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)?

Lost, stolen, or misplaced meal cards must be reported immediately to **Digital Strategies & Services Office at 517-355-2274** so the card can be deactivated. If a replacement card is needed, a \$10 per card reprint fee applies.

What option is available for conferences?

Department meal cards are not intended for conference use. Instead, meal tickets are available for purchase at **\$10** for breakfast or **\$14** for lunch or dinner per meal.

Please 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: _____)

Enter the total number of meals below to calculate your total purchase (Minimum 10 meals; sold in increments of 10)

Number of Meals: _____ **x \$14 each = \$** _____

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

Please note meal card purchases are final; cards are non-refundable and non-returnable.

