



# Meal Ticket Order Form

Meal tickets provide a convenient way for both small and large groups to quickly access campus dining locations. Authorized MSU departments that have a business purpose can purchase meal tickets from the Culinary Services Office.

To request your meal tickets, please email this completed form to [info@eatatstate.com](mailto:info@eatatstate.com). You will receive an email confirmation once your meal tickets are available for pick up at the 1855 Place Welcome Desk. **A minimum purchase of six (6) tickets per meal type is required.**

Request Date: \_\_\_\_\_ Intended Date(s) of Use: \_\_\_\_\_

Contact Full Name: \_\_\_\_\_  
(First Name) (Last Name)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

MSU Department: \_\_\_\_\_ Account #: \_\_\_\_\_

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

Charges will be made by e-doc in KFS and will require approval in compliance with expenditures policies, as noted in Section 45 of the Manual of Business Procedures.

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

Authorizing department will maintain the required log in compliance with expenditures policies as noted in Section 45 of the Manual of Business Procedures.

Quantity of Meal Tickets <small>Minimum of 6 total</small>	Rate	Total	Ticket Sequence Numbers* <small>Culinary Services Use Only</small>
	<b>Breakfast</b> \$10		
	<b>Lunch/Dinner</b> \$14		
	Total		

**\*Expiration: June 30, 2027.** Each ticket may be used for one Combo-X-Change meal at any at all-you-care-to-eat or retail dining location on campus.

Receipt of Pick Up: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Full Name)

Signature: \_\_\_\_\_

Culinary Services Use			
Edoc Date		Edoc Number	

**All meal ticket purchases are final; tickets are non-refundable and non-returnable.**