



# Meal Ticket Ordering Form

Meal tickets are a convenient means for small or large groups to gain fast, easy entry into a campus dining location. Authorized MSU departments on campus may purchase from the Culinary Services office if the charge meets MSU business purposes.

Please email your 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.

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

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

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

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

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

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

Quantity of Meal Tickets <small>Minimum of 6 total</small>	Rate	Total	Ticket Sequence Numbers* <small>Culinary Services Office Use Only</small>
	Breakfast \$9		
	Lunch/Dinner \$13		
	Total		

**\*Expiration: June 30, 2025.** 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	

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