

MEAL CARD POLICY

1. The SIU Student Center offers two types of meal cards to be used at the SIU Student Center:
 - Guarantee Meal Cards
 - Inclining Balance Meal Cards
2. Meal cards must be requested via an online application located on the Student Center's website (studentcenter.siu.edu).
 - a. On the application, departments/organizations should provide a timeline of when meal cards will be used (i.e., breakfast at 8:00am, lunch at 12:00pm, etc.) and all relevant details.
3. Meal card applications must be submitted ten (10) business days prior to the desired pick-up date.
4. Meal cards will not be distributed to the customer/organization/department unless a Fiscal Officer (or designee) signs the Meal Card confirmation. Off-campus organizations must pay for Guarantee Meal Cards and sign the Meal Card confirmation prior to meal card pickup.
5. Meal cards will only be active on the dates specified on the Meal Card confirmation. Departments/organizations are responsible for all charges incurred on meal cards during their contract period, even if a meal card is lost or misplaced. If a meal card is lost, it's important to notify Student Center Event Services as soon as possible so the card may be deactivated.
6. Meal cards are only redeemable in the Student Center. They may not be used at any other businesses or University Housing dining facilities.
7. If your department/organization qualifies for tax exempt status, please provide the tax exemption certificate to the Student Center when making the meal card request.
8. Any disputes on meal card charges or the final invoice need to be brought to the Student Center's attention within 30 days of the meal card invoice.

GUARANTEE MEAL CARDS

Guarantee Meal Cards can be assigned any dollar amount. Guarantee Meal Cards are billed for the total amount assigned, not by the amount used per card. Meal cards will be paid in full by the contractual amount.

Example: A Guarantee Meal Card is assigned \$25 per day, but the guest only uses \$18. The department/organization will be billed \$25 per day.

Student Center Event Services can suggest Guarantee Meal Card monetary amounts based on current pricing for our current food concept and the number of meals covered.

Guarantee Meal Card setup charges:

- Up to 200 Guarantee Meal Cards: \$.50 per card
- 201+ Guarantee Meal Cards: Fee of \$100

Maximum Guarantee Meal Cards: No limit. Quantities over 500 will take additional processing time.



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INCLINING BALANCE MEAL CARDS

Inclining Balance Cards are used like credit cards. There is no limit to the amount, and the balance will add up quickly.

Inclining Balance Cards should only be used if a guest loses a Guarantee Meal Card, goes over their Guarantee Meal Card amount, etc. and should not be used as a primary way to purchase meals, especially for student events. An Inclining Balance Card should be assigned to a supervisor/counselor/event organizer.

The department/organization requesting the Inclining Balance Meal Card will be responsible for the safety of the card and any charges made on the card. Inclining Balance Cards must be returned to Student Center Event Services within one-week (7 days) of the event/conference/camp conclusion.

- If the inclining balance card is lost or not returned within one-week (7 days) of the event/conference/camp conclusion, Student Center Event Services will charge a \$50 lost/late card fee. Should the card get lost, please contact Student Center Event Services immediately so the card can be deactivated.

Inclining Balance setup charge:

- \$10 per card

Re-Activation Fee: Inclining Balance Meal Cards will have a \$20 re-activation fee.

Maximum Inclining Balance Card: 2

