

Student Center Meal Card Policy

1. The Student Center offers three types of meal cards:
 - Guarantee Meal Cards
 - Overset 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) calendar days prior to the desired Monday-Friday 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 calendar days of the meal card invoice.



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GUARANTEE MEAL CARDS

Guarantee Meal Cards are the primary meal cards for the Student Center.

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 participant only uses \$18. The customer/department/organization will be billed \$25 per day.

Guarantee Meal Card setup charge (to cover physical card & programming of card):

- Guarantee Meal Cards: \$.50 per card

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

Inactivation: All Guarantee Meal Cards will be inactive by 11:59pm CST on the last day of the camp/conference/event. The last day of the camp/conference/event will be provided via the online meal card request application.

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

OVERSET MEAL CARDS

Overset Meal Cards allow departments/organizations flexibility when providing meal cards for a camp/conference/event. Overset Meal Cards are considered “extra” and should be utilized when Guarantee Meal Cards are lost, stolen, or extra participants are added to the camp/conference/event.

Overset Meal Cards can only be requested if Guarantee Meal Cards are requested.

Overset Meal Cards will be assigned the same dollar amount as the Guarantee Meal Cards.

Once an Overset Meal Card is used, it is now a Guarantee Meal Card and will be billed as such. If used, Overset 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(s): An Overset Meal Card is assigned \$25 per day for a five (5) day camp/conference/event that runs Monday-Friday.

- \$8 on an Overset Meal Card was used on Monday. The customer/department/organization will be billed \$25 per day for Monday, Tuesday, Wednesday, Thursday, and Friday for a total of \$125.
- \$15 on an Overset Meal Card was used on Wednesday. The customer/department/organization will be billed \$25 per day for Wednesday, Thursday, and Friday for a total of \$75.
- \$0 was used on an Overset Meal Card at any point during the week. The customer/department/organization will not be billed for the unused Overset Meal Card.



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Overset Meal Card setup charge (to cover physical card & programming of card):

- Overset Meal Cards: \$.50 per card for the number of Overset Meal Cards requested.

Inactivation: All Overset Meal Cards will be inactive by 11:59pm CST on the last day of the camp/conference/event. The last day of the camp/conference/event will be provided via the online meal card request application.

Overset Meal Cards Limits: Up to 10% of Guarantee Meal Cards. See chart below:

Guarantee Meal Cards	Allowed Overset Meal Cards
1-10	1
11-20	2
21-30	3
31-40	4
41-50	5
51-60	6
61-70	7
71-80	8
81-90	9
91-100	10



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INCLINING BALANCE MEAL CARDS

Inclining Balance Meal Cards are used like credit cards with no limit to the amount.

Inclining Balance Meal Cards should not be used as a primary way to purchase meals, especially for student events, and should be used if a participant goes over their Guarantee Meal Card or all Overset Meal Cards are utilized.

An Inclining Balance Meal Card should be only assigned to and used by a supervisor/counselor/event organizer, and they must be present before participants are allowed to purchase meals.

The customer/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 Meal Cards must be returned to Student Center Event Services within **one-week (7 days)** of the camp/conference/event conclusion.

- If the Inclining Balance Meal Card is lost or not returned within one-week (7 days) of the camp/conference/event conclusion, Student Center Event Services will charge a \$25 lost/late card fee.
Should the Inclining Balance Meal Card get lost, please contact Student Center Event Services immediately so the card can be deactivated.

Eligibility for Inclining Balance Meal Card: 20 Guarantee Meal Cards must be secured before an Inclining Balance Meal Card is allowed. (Exceptions considered by Student Center Event Services)

Inclining Balance Meal Card setup charge:

- \$10 per card

Re-Activation Fee: Inclining Balance Meal Cards will have a \$10 re-activation fee.

Maximum Inclining Balance Cards: 2



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