



STUDENT UNION DINING CARD

Application and Authorization Form (Please type or print)

Department Name	
Campus Mail Address	
Contact Person (Please Print)	
Campus Phone Number	
FRS Account Number	Object Code
	5170
Name of each Cardholder/Authorized User (Please Print)	
1.	
2.	
3.	
4.	
5.	
6.	
Signature of each Cardholder/Authorized User	
1.	
2.	
3.	
4.	
5.	
6.	

The names listed above are authorized to charge business meeting expenses to the departmental FRS account listed above.

Please Check One:

Order separate individual cards for each person listed above

Order only one departmental card with multiple authorized users

**Return Completed Form To: Meal Plan Administrator, Student Union Memorial Center
Room 259, Campus Mail
(520) 626-5283 • FAX (520) 626-6106**

Terms and Conditions	
<p>The department assigned a Student Union Dining Card is responsible for all charges made unless the department reports that a card is lost or that a person assigned a card is no longer authorized to charge to the department account. Lost cards or cancellation of accounts are made in person at the Meal Plan Office (Student Union Memorial Center Room 259) or by phone (621-7043). A \$5.00 fee will be charged for each replacement card. The Arizona Student Unions are not responsible for verifying the authenticity of any signature. At the time of purchase, charge card holder must complete an "Expense Record" form. A duplicate "Expense Record" form will be made available to each charge card holder at the time of purchase. The Union is not responsible for any inaccuracies listed on the "Expense Record" form. Individual Departments, and their Fund Accountant are responsible for determining policy regarding the disposition of the duplicate "Expense Record" form.</p> <p style="text-align: center;">NO CHARGES ARE AUTHORIZED WITHOUT A VALID CARD</p>	
Authorization	
Signature of Department Head	Date
<p>This is a sample of the Dining Services Expense Record</p>	
<div style="border: 1px solid black; padding: 10px; width: 80%; margin: auto;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <h3>Expense Record</h3> </div> <p style="text-align: right;">Date: _____</p> <p>Subtotal: _____</p> <p>Tax: _____</p> <p>Total: \$ _____</p> <p>Dept. Name: _____</p> <p>Card # _____</p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>Nature of Expense</p> <p>Business Purpose</p> </div> <p>Signature: _____</p> <p>Guests: _____</p> <p>_____</p> <p>_____</p> <p style="font-size: small; text-align: right;">White Copy - Student Union Canary Copy - Customer</p> </div>	