



## Policies and Procedures Manual

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Title: Dining Services – Departmental Dining Cards Policy  
Policy Administrator: Director, Dining Services  
Effective Date: Jan-04-2010  
Approved by: Vice President for Administration and Finance

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### **Purpose:**

This document is intended to inform the College community of the policies regarding the use of the One Card system for faculty/staff dining charges in the various dining locations.

Departments planning larger gatherings or dinners should use the internal requisition and billing process, with appropriate pre-arrangements made through Dining Services (see [Dining Services Food Ordering Policy Departments](#)).

### **Policy:**

#### **1.0 Issuance of Cards**

Department Dining cards will be issued through the Crusader Express Office, located in Kimball Dining Hall, room 129, for department wide use only in selected departments as approved by the division head/vice president. An individual in each department will be assigned the responsibility to monitor monthly charges and ensure appropriate receipts and records are maintained.

#### **2.0 Intended Use of Cards**

The intended use of the food debit cards is to enable the hosting of occasional guests from outside the College. The cards are not intended for personal use for meals, beverages or snacks. Requisition payment forms will not be accepted at cash registers in any dining locations.

#### **3.0 Spot Audits**

This is a self-policing process, subject to spot audits by the Controller's staff or external auditors upon demand.

## 4.0 Maximum Value on Cards

The maximum balance for Departmental Dining Cards is not to exceed \$100.00.

### Procedures:

#### 1.0 Adding Dollar Values to Cards

Funds can be added to Departmental Dining Cards using a [requisition payment form](#). A completed requisition payment form clearly stating the amount to be added and chart string to be charged should be sent to the Crusader Express Office in Kimball Dining Hall, room 129. For new card requests the requisition payment form should include a signature by the division head/vice president.

#### 2.0 Keeping Appropriate Paperwork

The responsible person in each department should maintain a log identifying the date, purpose of the meeting, participants and affiliation with the College. Users of the card should obtain receipts and submit them to the designated person for their department.

### Forms:

Title	<a href="#">Requisition Payment Form</a>
Title	

### Related Information:

Title:	<a href="#">Dining Services - Food Ordering Policy - Departments</a>
Title	

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