

## POLICY STATEMENT

Subject			Number
Provision of Dining and Conference Services to Students Without Proper Meal Card I.D.			705.03 Amended
Date	Dist. Code	Originating Office	By Direction of Vice President for Finance and Administration
August 16, 2005	G	Dining and Conference Services	

**To describe University policy on providing services to meal plan participants in situations where a meal card (University I.D. Card) is lost, forgotten, etc.**

1. SCOPE. This policy applies to all meal plan participants.
2. OBJECTIVE. To provide a consistent mechanism for allowing meal plan participants to temporarily obtain meals in the Dining and Conference Services locations in situations where proper identification is not provided by the student (i.e., card lost, forgotten, etc.).
3. PROCEDURES.
  - a. In the event that a student meal plan participant arrives at a dining hall facility without his/her University I.D. Card, the student has the option of paying the dining room checker the appropriate student board plan meal equivalency rate.
  - b. A student electing to pay the board plan meal equivalency rate informs the checker of his/her intent. The checker verifies the student has a valid meal plan with the University I.D. Office. Upon receiving approval from the University I.D. Office, the checker collects the board plan meal equivalency rate and issues the student a meal receipt which is made in duplicate and numbered consecutively. The student receives a copy and the other copy is kept with the payment.
  - c. The duplicate receipt and the funds are sent to the Dining and Conference Services Office in Gordinier.
  - d. The Dining and Conference Services secretary maintains a log of all receipts, listing the following information: date, name, meal type, amount, and receipt number.

- e. Within four (4) class days (not including holidays) from the transaction date, students may receive a refund for meals paid at the Dining and Conference Services Office by presenting the copy of the receipt(s) and their valid I.D. card for cash paid.
- f. As refunds are made, the student signs a receipt, acknowledging that a refund has been received. The signed receipt is kept and appropriately annotated in the receipt log.
- g. All cash payments not refunded by end of the fourth class day will be forwarded to the Bursar's Office. These funds will be treated as transient sales which are listed separately on daily cash transmittals and appropriately annotated to show the transmittal of funds.

4. RESPONSIBILITIES.

- a. Dining and Conference Services
  - (1) Handle all initial transactions with the student.
  - (2) Audit the refund money and forward unclaimed funds to the Bursar's Office.
- b. Bursar's Office
  - (1) Deposit cash transmitted as transient sales.

Approved by:

August 16, 2005  
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President's Executive Cabinet

Bernice R. Rydell (approved signed original on file)  
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Vice President for Finance and Administration