

# UBC Food Services

Meal Plan Office

2205 Lower Mall, Marine Drive Building 6, Vancouver, BC V6T 1Z4

Tel: 604.822.5839

## DEPARTMENT Card APPLICATION

Please print clearly using BLOCK letters

Customer Name \_\_\_\_\_

Department Name \_\_\_\_\_

Workday Worktags (Program/Project/Gift/Grant/Cost Centre)

\_\_\_\_\_

Workday Worktags (Ledger ID/Spend Category Code)

\_\_\_\_\_

Monthly Credit Limit \_\_\_\_\_

### POLICIES AND GUIDELINES

1. The department card is non-transferable.
2. All charges are the responsibility of card owners/departments and for any indebtedness arising from such use.
3. UBC Food Services reserves the right to withdraw any or all card privileges.
4. UBC Food Services will post all card charges to the provided Workday Worktags at the end of each month.
5. At the beginning of each month, the balance will begin at zero.
6. Please fill out a separate application form for each card.

***I, the undersigned, have read and understand the UBC Food Services Department UB-Card policies and guidelines stated above.***

Authorization Signature \_\_\_\_\_

Print Name \_\_\_\_\_

#### Ways to Register

1. Mail duly filled out and signed application form to:  
UBC Food Services, Meal Plan Office  
2205 Lower Mall, Marine Drive Building 6, Vancouver BC, V6T 1Z4
2. Email PDF copy of the duly filled out and signed application form to:  
mealplan.foodserv@ubc.ca

**We will contact you when your Department Card is ready for pickup**