

UBC Food Services

2205 Lower Mall, Marine Drive Building 6, Vancouver, BC V6T 1Z4
Contact: mealplan.foodserv@ubc.ca

DEPARTMENT UBCCard APPLICATION

This is a fillable PDF. Please complete all fields.

Requester Name _____

Department Name _____

Workday Cost Centre Name _____

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

Workday Worktags (Spend Category Code)

Monthly Credit Limit _____

TERMS AND CONDITIONS

1. The department card is non-transferable.
2. The department card cannot be used at Campus Partners.
3. Card owners/departments are responsible for all charges and any indebtedness arising from such use.
4. UBC Food Services reserves the right to withdraw any or all card privileges.
5. UBC Food Services will post all card charges to the provided Workday Worktags at the end of each month. Balance starts at zero on the first of each month.
6. Departments have 30 days from the Posted Date (date when charges are posted in Workday) to reconcile their charges and request for refunds if needed.
7. Please fill out a separate application form for each card.

I, the undersigned, have read and understand the UBC Food Services Department UBCCard terms and conditions stated above.

Authorization Signature _____

Print Name (must be CC/PM Manager) _____

Date _____

Email PDF copy of the duly filled and signed application form to:
mealplan.foodserv@ubc.ca

Pick up of Department Card will be at:
2205 Lower Mall, Marine Drive Building 6, Vancouver, BC V6T 1Z4

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