



GVSU Business and Finance Department Procedures Manual

Section: Business and Finance

Section Number: 330

Subject: Department Dining Cards

Date: November 2014

A Department Dining Card (card) is a pre-paid debit card issued to University departments for use when paying for hosted/business related guest meals at campus dining venues. Other options for payment of hosted/business related guest meals would be payment with cash, debit card or credit card and requesting reimbursement as outlined in the [Travel & Expense Procedures](#).

Procedures for Obtaining A Department Dining Card

1. Department Dining Cards are obtained from the Campus Dining Office located at 100 Commons.
2. E-mail a request to Campus Dining at gvsufood@gvsu.edu with the following information:
 - FOAP
 - Authorized Signature
 - Department Name
 - Department Address
 - Telephone Number
 - Dollar amount you would like on the card (min. \$20, max. \$500)

↳ *Note: the balance on a Department Dining Card cannot exceed \$500 at any given time.*
3. Your request will be submitted to the University Accounting Office to verify approval authority. When your card is ready, Campus Dining will contact you to make arrangements for pick-up. Please note that cards cannot be sent through inter-campus mail; they must be picked up in person.
4. Your Department Dining Card is like cash, and should be kept in a secure location at all times. An administrator should be identified, and the card must be signed out using the [Department Dining Card Tracking Sheet](#). When you receive your card you will also receive a copy of the tracking sheet. Print the card # and the initial amount of your deposit at the top of the page.

Department Dining Card Record Keeping

The following procedures are to be followed by the person responsible for the Department Dining Card:

1. Obtain completed [Department Dining Card Usage](#) forms, including authorized signature, prior to distribution of the card.
2. Have user complete & sign the Department Card Tracking Sheet.
3. Obtain receipt from user when card is returned.
4. Complete information on Department Card Tracking Sheet.
5. Verify that the balance printed on the bottom of the receipt matches the balance on your Department Card Tracking Sheet.

Procedures for Using Your Department Dining Card

Proper procedures for documenting card use are as follows:

1. Obtain a Dining Card Usage form from your card administrator.
2. Fill in all sections except for the total. (Please note that Business Purpose & Guest Names are required for all Dining Card transactions)
3. Obtain signature of person authorized for the expenditure.
4. Return form to card administrator and they will have you sign the card out on the Tracking Sheet.
5. After your meal, return the card and the receipt to your administrator, who will attach the receipt to the Department Dining Card Usage Form you completed and record the information on the Tracking Sheet for you to initial.

Adding Funds to Your Department Dining Card

Additional funds may be added to your card by sending an e-mail to gvsufood@gvsu.edu. Your e-mail must include the following information:

- Department Dining Card #
- Amount you would like added

↳ *Note: the balance on a Department Dining Card cannot exceed \$500 at any given time.*

- FOAP
- Person authorized to approve the expenditure must be copied on the e-mail

Lost or Stolen Cards

Lost or stolen cards should be reported to Campus Dining immediately at x13016. The card will be suspended and any remaining funds will be transferred to a new card. Cards are non-refundable and Campus Dining is not responsible for lost or stolen cards.

Reporting

Dining card activity reports are sent to the e-mail address on record for each department dining card at the end of each quarter. These reports should be used to reconcile the account with your receipts and tracking sheet. If you need a report at any other time during the quarter, you can request one by contacting the Campus Dining office at gvsufood@gvsu.edu.

Auditing

The University Accounting Office will conduct periodic audits to assure compliance. Failure to comply with the record keeping requirements for the Department Dining Card may result in forfeiture of the card.