



Departmental Dining Dollar Request

For occasional meals when hosting visitors, you may request a paper guest card from Dining Services by calling (804) 289-8512. If your department requires visitor meals on a more regular basis, you may request a departmental card with a prepaid amount of Dining Dollars and have it replenished when necessary. Dining Dollars are accepted at Heilman Dining Center, as well as retail dining locations on campus.

Department Name: _____

Requestor: _____

Cost Center _____ Spend Category _____

Departmental Dining Dollar card required: Yes

Dining Dollar Amount: _____

If this request is for an individual(s), please include an Excel list with name, UR ID number and amount of Dining Dollars to be deposited. Dining Dollars will be added to the individual's campus card account and accessible via their UR ID card. If possible, please include an expiration date for Dining Dollar usage.

Dining Dollar balances for individuals terminating from the University may be transferred to another individual in the department or may be refunded back to the department via authorization from the requestor.

Note:

- ***Departmental funds may not be used for student Dining Dollar deposits due to financial aid regulations.***
- ***The One Card Office does not offer a gift card program.***

To be completed by One Card staff:

Departmental Card Number Issued: _____

Card Issued To: _____ Date: _____