

UBC Food Services

Meal Plan Office

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

Tel: 604.822.5839



UBC FOOD SERVICES
An Essential Ingredient

DEPARTMENT UBCCard APPLICATION

Please print clearly using BLOCK letters

Customer Name _____

Department Name _____

Project / Grant Name _____

Project / Grant # _____

Standing Journal Voucher # _____

Speed Chart # _____

Account _____

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 a standing Journal Voucher at the end of each month.
5. At the beginning of each month, the balance will begin at zero.
6. Each Speed Chart has to have its own separate Journal Voucher.
7. Multiple cards can be assigned to one Journal Voucher as long as they are applied to the same Speed Chart number. Please fill out a separate application form for each applicant.

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. Please attach your new standing Journal Voucher with Authorization Signature to this application form
2. Journal Voucher descriptions should say: **UBC Food Services: Department UBCCard charges**
3. Mail Application and new standing Journal Voucher to:
UBC Food Services, Meal Plan Office
2205 Lower Mall, Marine Drive Building 6, Vancouver BC, V6T 1Z4
4. Fax application to 604.822.4152 and send new standing Journal Voucher via campus mail

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