

# Guest Card Request Form

Please complete the below form and send to [su-mealplan@email.arizona.edu](mailto:su-mealplan@email.arizona.edu)



## Event Information:

Event Name:

Start Date:

End Date:

Number Of Cards:

Amount Per Card:

\$

Event Contact Name:

Day-Of Event Contact Phone Number:

## Billing Information:

External Billing: Contact Name:

Phone Number:

Email Address:

Billing Address:

## Request and Billing Guidelines

A Guest Meal Card Request Form must be submitted to the Meal Plans Office (MPO) for each event. Meal Cards will be active only for the duration of the event and event length may not exceed one-week. Please allow 3-5 business days for typical orders. Requests for over 1,000 cards may take 4-6 weeks to fill.

University of Arizona Student Unions Guest Meal cards are vouchers valued at a predetermined amount for use on meals during the time of the event. Once the recipient has the card, its use is not monitored and unused funds are forfeited at the end of the event period. Guest Meal Cards are not eligible for refund or extension. Guest Meal Cards cannot be exchanged for cash.