

# Guest Card Request Form

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



THE UNIVERSITY OF ARIZONA  
Meal Plans

## 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:

Internal Billing Department Name:

Account Number:

Object Code:

## Card Quantity

## Processing Fee

## Printing Fee

## Request and Billing Guidelines

A Guest Card Request Form must be submitted to the Meal Plans Office (MPO) for each event. All information must be completed including Contact Name, Phone Number, Department Name, and Billing Account Number. Please allow 3-5 business days for typical orders. Requests for over 1,000 cards may take 4-6 weeks to fulfill.

Guest Cards can be purchased by university departments for use during events. Cards are preloaded with funds that can be used at all **Arizona Dining locations**. The Meal Plans office can help determine the appropriate spending amount per person for the duration of your event. University departments will be charged for the amount spent by your guests plus a service fee based on the number of cards requested. Guest Card Request Forms can be downloaded below. Completed Request Forms can be submitted to the Meal Plans Office at [su-mealplan@arizona.edu](mailto:su-mealplan@arizona.edu) for each event.