

MEAL EXCHANGE GUIDLINES

Planning

-When using meal exchanges please select your menu from the meal exchange menu options or the balance due for any other selection will be billed to your account.

-Only one meal exchange per person, per event is permitted. Value towards non-meal exchange menus will be \$6.00.

-Names and ID numbers must be emailed to the catering manager prior to your event.

-You may only use meal exchanges for meal events. Snacks, Receptions and Beverages must be paid for by an account number.

-Meal exchanges are for **STUDENT GROUP USE ONLY**. The purpose is to provide groups that are student based with an opportunity to use their meal plan to help provide a meal for a special event unlike departments on campus they typically do NOT have a budget for this purpose.

-If you are planning a department event, you may collect meal exchanges from those students attending. Only one per person for the person attending. The \$6.00 amount will be deducted from the total. (ie: your event is \$20 per person, minus the meal exchange, the department would be responsible for the remaining \$14 per person)

-Meal exchanges cannot be exchanged for any cash value from the Dining Services department for any reason including fundraisers.

-You may not use meal exchanges to purchase food items from any off campus vendor.

Any questions or concerns regarding this policy, please contact the Catering Manager at x1155.

