**Department Charge Card Information**

**General Card Information**

A department charge card is a credit-style card that we set up that will allow you to purchase food and beverages at our Norman campus restaurants.  These cards are set up with a Meal Points account and can be used at any campus restaurant.  We set the credit limit at $1,000 unless you need a higher credit limit to fulfill your department’s needs.  We will charge your department account monthly based on any usage.  We recommend that you designate someone in your department to turn in receipts to, along with any internally required documentation regarding the purpose of the meal and who received it, to verify against the monthly charges.

**New Account Setup**

We can set up one or several cards for your area, depending on your department’s needs.  If you choose to issue multiple cards, please provide a way to distinguish them as we set up the accounts, such as the name of the person who will be responsible for the card, or the program or area the card will be associated with.  Here is the information we’ll need to set up an account if you would like to do so:

|  |  |
| --- | --- |
| Department or Organization: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Billing Contact Person: | Click or tap here to enter text. |
| Billing Contact Phone Number: | Click or tap here to enter text. |
| Card Holder Name: | Click or tap here to enter text. |
| ORG: | Click or tap here to enter text. |
| FUND: | Click or tap here to enter text. |
| FUNCTION: | Click or tap here to enter text. |
| ACCOUNT (GL): | Click or tap here to enter text. |
| ENTITY: | Click or tap here to enter text. |
| PROJECT: | Click or tap here to enter text. |
| SOURCE: | Click or tap here to enter text. |
| PURPOSE: | Click or tap here to enter text. |

If you need to charge some cards to a different account number than others, rather than all cards under the same department chart field spread, we can accommodate that also.

**Using the Card**

To complete an order, you will use the card to pay, using Meal Points, at a cash register at the restaurant.  If you are picking up an order that you have placed ahead of time, you can just tap the card when you pick up the order.  You can make arrangements with the Manager at any campus restaurant as needed to tap the card and pay for any orders you place.

**Lost/Stolen Cards**

If a card is misplaced, please let Food Services Administration know. We can temporarily disable it until you can locate it, or issue you a replacement card.

**Questions/Contact Us**

For further inquiries regarding Meal Points department charge cards or to set up a new card, please contact Nancy De Graff, Food Services Administration, at fancynancyd@ou.edu or 405-325-6851.