

DEPARTMENTAL MEAL VOUCHER REQUEST FORM

PLEASE COMPLETE THIS FORM AND RETURN IT TO FOOD@NORTHWESTERN.EDU. KEEP A COPY OF THIS FORM FOR YOUR RECORDS.

Today's Date: _____

1. REQUESTOR CONTACT INFORMATION

Name: _____

Phone: _____

Email: _____

Full Department Name: _____

Department Address: _____

2. CHART STRING (must include valid Account Code)

_____ - _____ - _____ - _____ - _____
FUND DEPARTMENT ID PROJECT ACTIVITY ACCOUNT

3. QUANTITY OF VOUCHERS REQUESTED

Quantity: _____ (minimum: 6, maximum: 100)

Pick-up is at Office of Food Service located at 600 Haven Street, Room J147.

4. GENERAL INFORMATION

- Please complete and submit form to the Food Service Office or email the request to food@northwestern.edu.
- Allow 5 business days to fill a meal voucher request.
- Once request is received, an email confirmation will be sent notifying you of the location and time vouchers are available for pick up.
- Meal vouchers cannot be distributed via campus mail.
- Meal vouchers must be used before their expiration date.
- Meal vouchers are issued a minimum of 6 to a maximum of 100 at one time.
- Meal vouchers are billed at the cash rate posted in the dining facility for the specific meal period utilized. Your account will only be charged upon use.
- If you have further questions regarding meal vouchers, contact Food Services at 847-491-2020.