

Department Cafeteria Card Application

- Department Cards are generic cards issued to host departments for use in the cafeteria by visitors and guests or as otherwise authorized by the department manager.
- All charges incurred on the department card will be automatically charged to the designated cost center at month end to GL # 4218411.
- A separate form must be completed for each different cost center request.

SECTION A- Department Card Application (PLEASE TYPE OR PRINT)

Location	
Department Name	
Department Manager	
Alternate contact within department (If applicable)	
Phone Extension	
Cost Center to be charged (Include DG, etc.)	

SECTION B - Authorization

By signing below, I authorize the creation of a department cafeteria card (s) and understand that all costs Incurred will be deducted from the designated cost center indicated above.

Signature of Department Manager

Date: _____

ARAMARK USE ONLY

Cafeteria Bar Code #1: _____

Credit Limit: _____ Date Activated: _____