DEPARTMENT UBCcard APPLICATION

Please print clearly using BLOCK letters

Customer Name __________________________________________________

Department Name __________________________________________________

Project / Grant Name __________________________________________________

Project / Grant # __________________________________________________

Standing Journal Voucher # ____________________________________________

Speed Chart # _______________________________________________________

Account ____________________________________________________________

Monthly Credit Limit ________________________________________________

POLICIES AND GUIDELINES

1. The department card is non-transferable.
2. All charges are the responsibility of card owners/departments and for any indebtedness arising from such use.
3. UBC Food Services reserves the right to withdraw any or all card privileges.
4. UBC Food Services will post all card charges to a standing Journal Voucher at the end of each month.
5. At the beginning of each month, the balance will begin at zero.
6. Each Speed Chart has to have its own separate Journal Voucher.
7. Multiple cards can be assigned to one Journal Voucher as long as they are applied to the same Speed Chart number. Please fill out a separate application form for each applicant.

I, the undersigned, have read and understand the UBC Food Services Department UBCcard policies and guidelines stated above.

Authorization Signature _____________________________________________

Print Name _________________________________________________________

Ways to Register

1. Please attach your new standing Journal Voucher with Authorization Signature to this application form.
2. Journal Voucher descriptions should say: UBC Food Services: Department UBCcard charges.
3. Mail Application and new standing Journal Voucher to:
UBC Food Services, Meal Plan Office
2205 Lower Mall, Marine Drive Building 6, Vancouver BC, V6T 1Z4
4. Fax application to 604.822.4152 and send new standing Journal Voucher via campus mail.

We will contact you when your Department Card is ready for pickup.