CULINARY SERVICES
RESIDENTIAL AND HOSPITALITY SERVICES

Meal Tickets Ordering Form

What is the purpose of purchasing meal tickets?
Meal tickets are a convenient means for small or large groups to gain fast, easy entry into a campus dining facility.

Who can purchase meal tickets?
Authorized on-campus, MSU departments may purchase from the Culinary Services office. Call 517-884-0660 or email info@eatatstate.com. Conferences and/or groups may purchase from University Conference Sales office. Call 517-353-9300 or email conferences@rhs.msu.edu.

When should I purchase meal tickets instead of paying at the door?
If you are purchasing five meals or less, there is no need to pre-order; you can purchase them at the host stand at any dining facility. If you are hosting a small group with more than five members, you can purchase meal tickets. Department cards are suggested for frequent visits to the dining halls.

What payment methods are accepted?
Culinary Services and University Conference Services accept a department account for payment. ***Please note that meal tickets are non-refundable and non-returnable.***

How far in advance do I need to place my order?
We prefer that you place your request at least seven days prior to the expected pick-up date, if possible. ***Please note that we must have confirmation of payment before tickets will be released***.

How much do they cost?
It is best to check with Culinary Services or University Conference Services for current pricing at the time of your order. Be sure to indicate when you plan to use your tickets.

How will I receive my tickets?
You should expect to receive your tickets as early as seven days from the time you place your order. Tickets must be picked up at the Culinary Services office in West McDonel Hall (up the west stairwell) between 8 a.m. and 5 p.m., Monday through Friday.

How do I redeem the meal tickets?
As you enter a campus dining facility, inform the host that you have meal tickets and present them to gain entry.

Do the meal tickets ever expire?
Yes, the meal tickets expire at the end of the academic school year (May) and at the end of the summer (August). You will be provided with the appropriate tickets based on your intended date(s) of use.

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Request Date: _____

Contact Name: _____
(Last) (First)

Phone: _____ Email: _____

MSU Department: _____ Account #: _____

Confirmation of payment must be received prior to tickets being released. Charges will be made by e-doc in KFS and will require approval in compliance with expenditures policies, as noted in Sections 45 and 46 of the Manual of Business Procedures.

Business Purpose: _____

Authorizing department will maintain the required log in compliance with expenditures policies as noted in Sections 45 and 46 of the Manual of Business Procedures.

Intended Date(s) of Use: _____

	Number of Tickets	Rate	Total	Ticket Sequence Numbers *Culinary Services Use*
Breakfast		$6.75	$ 0.00	
Lunch or Dinner		$6.75	$ 0.00	
			$ 0.00	

Receipt of Pick Up: _____ _____
(Print Full Name) (Date)

_____
(Signature)

Culinary Services Use			
Edoc Date		Edoc Number	

eatatstate.com

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