1) Each meal ticket must be completed in its entirety, or as follows:
   Department, name of guest, appointment date, short code, fund, department ID,
   sub class, project grant (if applicable), and program (if applicable). If meal ticket
   is not completed correctly, then cashier will not accept, and meal ticket becomes
   void.

2) Only original meal tickets(s) will be accepted. Shortcode and Department ID must
   be included. Cashier will not accept duplicates or copies.

3) Each meal ticket must be signed and contain a signature from an authorized signer
   of that specific department. (Signature stamps will not be accepted.)

4) Meal tickets will only be distributed from the Office of Contract Services.
   Requests should be directed to Jennifer Purdy and/or Craig Luck, (76)3-9458, 300
   North Ingalls, Suite 4C01B, SPC 5427.

5) Departments or programs will no longer be able to construct/administer department
   specific meal ticket(s).

6) The Office of Contract Services will issue the number of meal ticket(s) requested
   by each department.

7) Unused meal tickets cannot be returned. Departments will be expected to utilize
   them for future requests.

8) If you have any questions, please contact Jennifer Purdy or Craig Luck@ (76)3-
   9458.