

Campus Card Office University Center 127 Phone (619) 260-5999 Fax (619) 260-7499
Policy and Procedure for Dining Dollars and Campus Cash Cards
For USD Groups using a POETS Code

Effective June 1, 2011, this is the revised policy and procedure for requesting dining dollars or campus cash cards for any special event group using a POETS code.

- Currently, Dining Services and Campus Card policies state that dining dollars and campus cash are **non-refundable** and **non-transferable**. To remain compliant with these policies, all requests for dining dollars and campus cash will be fulfilled with an increasing charge account.
- The increasing charge account will have a maximum cap and expiration date established by the group requesting the cards. The maximum cap will prevent charges that exceed the authorized amount. The expiration date will prevent charges being made after the event ends.
- For CA sales tax purposes, the group must inform the Campus Card office of taxable status.
Sales tax guidelines:
 - All external groups are subject to CA sales tax.
 - USD groups consisting of faculty/staff are subject to CA sales tax.
 - USD groups consisting of students are not subject to CA sales tax.
 - Exceptions to CA sales tax law: Everyone is subject to CA sales tax when purchasing carbonated beverages, bottled beverages, or alcohol.
 - In general, external groups who are classified as not-for-profit or tax exempt for Federal income tax purposes are not automatically exempt them from CA sales tax.
 - Questions regarding taxable status for sales tax should be directed to the Controller’s office.
- Please submit request 2-3 business days prior to date needed.
- A POETS code must be provided at the time a request is made for dining dollars or campus cash.
- The POETS code will be charged only for the actual amount of dining dollars or campus cash used.**
- Within 3 to 5 business days following the end of the event (expiration date), the Campus Card office will run a usage report and send an invoice to the contact person who requested the cards.

Contact Info

Name: _____ Department: _____ Phone Ext: _____

I would like to Purchase:

Dining Dollars* Access Card Campus Cash Expiration Date of Usage: _____

Circle one: Student Group (Non-Taxable) Non-Student Group (Taxable)

Number of cards: _____ Maximum Dollar Cap amount on each card: \$ _____

**Dining Dollars are only applicable in USD Dining locations, and will NOT work to purchase items at the USD Torero Store or off-campus locations.*

***You will only be charged for what is used.*

Form of Payment

Project _____
Organization _____
Expenditure Date _____
Task _____
Source _____

Authorization

Signature _____
Date _____

****Office Input:

Plan Number in CSGold _____ Card Sequence Number: _____
Start End