

Weber State University
Scheduling, Events and Conference Services
Conference Retail Food Card



WSU Scheduling, Events and Conference Services (SEC) is pleased to offer the Conference Retail Food Card. With this service, your conference guests can use a conference coupon at any of the food venues located in the Shepherd Union.

To utilize this service you will need to take the following steps:

1. Complete the following information:

Event Name:

Event Date:

Event Time:

Food Coupon Amount:

Estimated Conference Attendees:

2. Create a coupon that is not easily duplicated. Coupon must include the Event Name, Event Date, Coupon Amount, and the phrase "Coupon is one-time use and must be surrendered to cashier". You will distribute this to your conference attendees.

3. Provide a sample coupon, with this form signed and completed, to the SEC office **three business days prior** to the scheduled event.

I, the undersigned, agree to pay the Scheduling, Events and Conference Services office for any food purchases made by conference attendees through the Conference Retail Food Card plan. I agree to make this payment immediately following the event:

Cost Code (signature authorizes use of cost code) _____

Invoice

Print Name

Mail Code

Signature

Date

SEC Initials

Sodexo Initials