



The University Corporation  
Research, Investments and Commercial Services  
California State University, Northridge

Procedure Number: CO0015

Date: February 25, 2010

Reviewed: June 18, 2012

  
John Griffin, Chief Financial Officer

**Title:** Procedure for taking payments for and loading Dining Dollars to Meal Plan Cards.

### Statement

This procedure is established to document the process and reconcile the amount of Dining Dollars when they are added to Meal Plan accounts.

### Purpose

To provide The University Corporation, (TUC), with a) the procedure for the Meal Plan Administrator to add Dining Dollars to Meal Plan accounts and b) the Meal Plan Supervisor verifies that the amount purchased is equivalent to the amount added.

### Procedure

#### **Complete the Request to Buy More Dining Dollars form**

##### **1. Cash and Check Payments**

- a. The customer fills out the correct form showing the amount of Dining Dollars purchased and payment method.
  - i. See Attached Form A for Request to Buy More Dining Dollars
- b. The Meal Plan Administrator takes the form and cash or check.
- c. The Meal Plan Administrator rings up the sale on the cash register, and closes the transaction to the appropriate form of tender (cash or check).
- d. 3 copies of the receipt are printed.
- e. The customer receives one copy.
- f. The second copy of receipt is kept in the customer's file.
- g. The third copy is kept for end of day reconciliation.
- h. Cash and checks collected are kept in a locked box during the day.

##### **2. Credit Card Payment**

- a. The customer fills out the correct form showing the amount of Dining Dollars purchased and payment method.
  - i. See Attached Form A for Request to Buy More Dining Dollars
- b. The Meal Plan Administrator rings up the sale on the cash register.
- c. The Meal Plan Administrator charges the credit card on the cash register.
- d. 3 copies of the receipt are printed.

- e. The customer receives one copy.
- f. The second copy of receipt is kept in the customer's file.
- g. The third receipt kept for end of day reconciliation.

**3. Independent Reconciliation of Dining Dollars Added to the Amount Purchased**

- a. Meal Plan Administrator completes a Daily Sales Report (DSR) by logging all transactions from the day and balancing totals against the "Current Terminal Shift Report." Once amounts are verified, Meal Plan Administrator runs the "Terminal Shift Reset Report" and attaches to the DSR.
- b. Meal Plan Supervisor signs and dates the bottom of the DSR after verifying Dining Dollars added reconciles with Dining Dollars purchased.



MEAL PLAN OFFICE

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**REQUEST TO BUY MORE DINING DOLLARS**

Amount of Dining Dollars Purchased: \$\_\_\_\_\_

Payment Method:  Visa/MasterCard/American Express  Cash  Cashier's Check  Money Order

**We do not accept personal checks  
Please make Cashier's Checks and Money Orders payable to  
"The University Corporation"**

Visa/MasterCard/American Express Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Address: \_\_\_\_\_

Cardholder's Phone Number: \_\_\_\_\_

Cashier's Check Number: \_\_\_\_\_

Money Order Number: \_\_\_\_\_

Student's Last Name (Print)

Student's First Name (Print)

CSUN ID

Student's Phone Number

CSUN Email Address

Student's Signature

Additional Dining Dollars can be purchased at anytime during the semester as long as your account is in good standing (all payments must be current). Your parent or guardian can also call the Meal Plan Office and give their credit card information over the phone.

**Purchasing additional Dining Dollars will increase the cost of your meal plan. Your monthly payments do not increase the number of Dining Dollars you have. The only way to increase the number of Dining Dollars you have is to purchase more from The Meal Plan Office.**