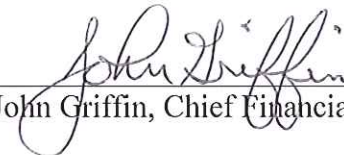


The University Corporation  
Research, Investments and Commercial Services  
California State University, Northridge

Policy Number: CO017

Date: August 20, 2010

Reviewed: June 22, 2012

  
John Griffin, Chief Financial Officer

**Title:** Food Service Employee Meal Discount Card Procedure

**Purpose**

To control the distribution and use of employee meal discount cards provided to Food Service Team Members.

**Background**

The University Corporation (TUC) provides an employee meal discount program to TUC Food Service team members. Team members receive one meal discount card for each shift worked. The meal discount card provides 50% off a purchase up to \$10.00 with a maximum \$5.00 discount per transaction. The meal discount card can be used anytime and at any TUC Food Service location.

**Procedure**

1. Cash room maintains inventory of meal discount cards. The cards are not numbered.
2. Food service unit supervisors call cash room to request cards.
3. Cash room personnel record the number of meal discount cards issued and requesting food service unit in log.
4. Cash room forwards the meal discount cards to the food service units with the daily change bags.
5. Food service team members use the meal discount cards to purchase a meal.
6. Food service unit cashiers should perform one of the following validations before completing the sales transaction:
  - a. The cashier recognizes the person is employed by TUC
  - b. The person is wearing their respective food service unit uniform
  - c. The cashier asks to see their identification and where they work
7. Food service units forward the meal discount cards with the daily sales information to the cash room:
  - a. The sales receipt is matched with the meal discount card.
8. Cash room personnel process the sales information and return the meal discount card to inventory.