Policy Number: CO017

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Title: TUC Employee Meal Discount Card Procedure

Purpose

To control the distribution and use of employee meal discount cards provided to TUC employees.

Background

The University Corporation (TUC) provides an employee meal discount program to TUC team members. Team members receive one meal discount card for each shift worked over 2 hours. They are to be given to the employee by a supervisor or manager during their daily work shift. (No more than one can be earned each day). Like any other transaction, employees must pay before eating their meals and keep the receipt with them. This applies regardless of how busy the unit is, or how long the lines are. The meal discount card provides 50% off a purchase up to $10.00 with a maximum $5.00 discount per transaction. Only one meal card can be used each day. Geronimo’s employees can only use one card for one meal (Breakfast, Lunch or dinner). Employee meal cards are not transferrable and can only be used by TUC employees. Employees using the cards will be asked to write their name and work location on the receipt. The meal discount card can be used anytime and at any TUC operated Food Service locations, with the following exceptions:

- Cards are not accepted at OGB, except for OGB employees.
- TUC employees will be charged $7 at Geronimo’s. Only Geronimo’s, Matador Mercado Housing and Freudian Sip Housing employees are eligible to get 50% off.
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. TUC office supervisors request cards directly from cash room personnel.
3. Cash room personnel record the number of meal discount cards issued and requesting food service unit or office department in log.
4. Cash room forwards the meal discount cards to the food service units with the daily change bags and gives them to TUC office supervisors directly. Only supervisors are allowed to request discount cards.
5. TUC team members use the meal discount cards to purchase a meal.
6. Food service unit cashiers will perform the following actions before completing the sales transaction:
   a. The employee must present a card to the cashier. The cashier must take the card from the employee and attach it (wrap around) the final receipt. All this must be kept in the cash drawer.
   b. The cashier must write the name and work location of the employee presenting the card on the receipt that is to be kept in the cash drawer.
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.
   b. The receipt must have a name and work location written on it.
   c. All meal cards collected must go to the cash room at the end of the business day along with the receipts.
8. Cash room personnel process the sales information and return the meal discount card to inventory.
9. Cash room personnel, or another employee designated by the Foodservice AD's, will spot audit the meal cards that are turned in to ensure that the procedure is being followed properly.