



Department Charge Form for Guest Meal Passes

Please fill out all requested information and send to Memorial Union Office, Room 101 or e-mail completed form to Department Charge (department-charge-1@mtu.edu) 24 hours prior to the charge.

Guest Meal Pass Pricing \$12.95 each (1-9 passes), \$8.50 each (10 or more)

Date of Charge:

Position:

Department:

Authorized By: (Print Name)

Authorized Signature:

Phone Number:

Email:

Business Purpose:

Index:

Total Number of Guest Meal Passes:

Total Amount Charged to Index:

Office Use Only:

Guest Meal Pass Numbers _____ to _____