



# Sign up for the Faculty / Staff Meal Plan

These plans can be started or stopped anytime throughout the year. To begin, fill out the form below with your preferences. Please print clearly.

I am paid:  Monthly  Bi-Weekly  \$50  \$75  \$100  \$150  Other: \_\_\_\_\_

Please deduct from each of my checks\*:  \$50  \$75  \$100  \$150  Other: \_\_\_\_\_

Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

Email: \_\_\_\_\_  Please check here to receive Dining Services updates and event information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only:  Dining  Card Services  Payroll

To sign up for the Tulane University Faculty / Staff Meal Plan using Payroll Deduction, simply mark the amount you want deducted in the box above and drop off this form at the Dining and Vending Services Office at 111 Butler House (rear of building) or send through campus mail. To stop your Meal Plan, get a refund of your balance or for questions, e-mail: mealplan@tulane.edu with your name and employee number. **\*Your meal plan and debit accounts become active the day AFTER your payroll deduction occurs. Funds ARE NOT available immediately upon sign-up and are non-transferable.** For immediate availability of funds, please bring cash or a check to the Dining and Vending Services office when you drop off this enrollment form.



## Want to also use your Tulane Card at vending machines, PJ's Coffee and Tea, and the Bookstore?

You can have funds payroll deducted from your check and added to the debit portion of your Tulane identification card as well!

The payroll deduction will work the same as it does for the Faculty/Staff Meal Plan. Just tell us what increments you want taken out monthly or bi-weekly and we'll handle the rest.

I am paid:  Monthly  Bi-Weekly

Please deduct from each of my checks\*:

\$50  \$75  \$100  \$150  Other: \_\_\_\_\_