

*Have you ever just wanted to get a couple drinks for guests or for impromptu meetings?*

*Have you ever had speakers or industry professionals in and wanted to buy them lunch?*

*Have you ever paid for food out of pocket because you lost the receipts or forgot to fill out an expense claim form?*

*In your hectic schedule wouldn't a little more convenience be just what the doctor ordered?*

If you answered yes to any of these questions than the **Corporate Meal Plan** is for you!

Imagine having a debit card that comes right from your budget code!

Being courteous to guests and speakers is now a synch! Just choose the items you want to buy or have your guest(s) do so and have your Corporate Meal Card handy.

The cashier will scan the card and we will take care of the rest.

**ALGONQUIN**  
COLLEGE

Food & Beverage Operations

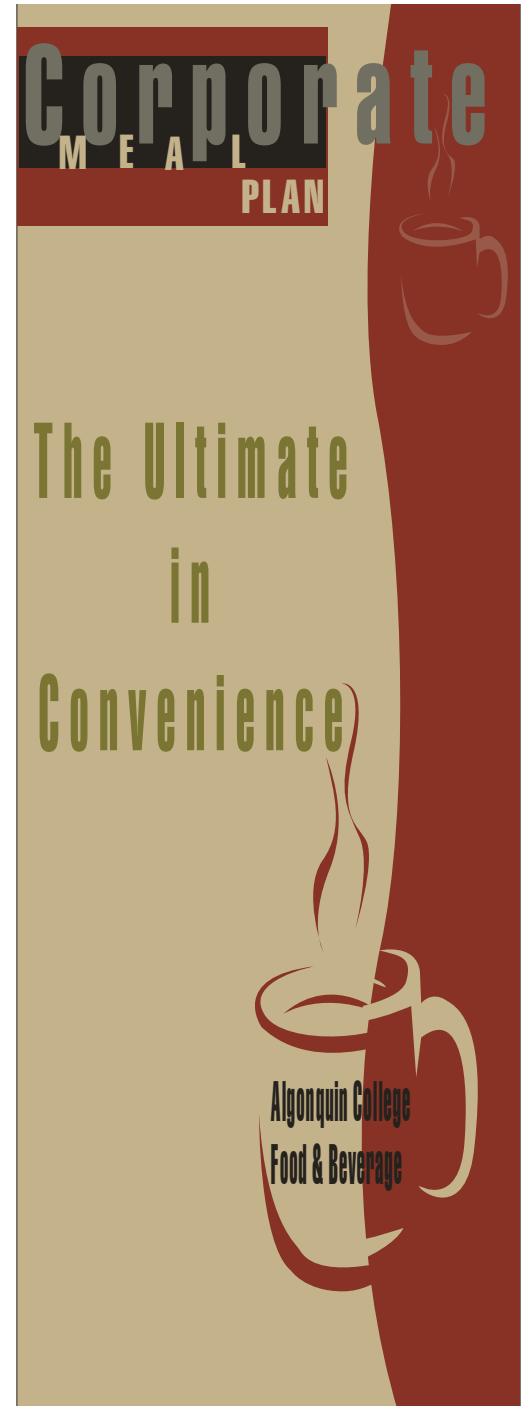
1385 Woodroffe Avenue

Ottawa, ON K2G 1V8

Attn: Cathy Bell

Tel: 613-727-4723 x 7615

Fax: 613-727-7735



**Corporate**  
M E A L  
PLAN

The Ultimate  
in  
Convenience

Algonquin College  
Food & Beverage

The graphic features a dark red background on the right side with a white coffee cup and steam. The text is in a serif font, with 'Corporate' in large letters and 'M E A L PLAN' in smaller letters below it. The main text 'The Ultimate in Convenience' is centered in a large, bold, serif font. At the bottom right, 'Algonquin College Food & Beverage' is written in a smaller, sans-serif font.

# TIRED OF FILLING OUT EXPENSE CLAIMS???

## HOW THE CARD WORKS

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1. **Complete** the application on the inside of this brochure and send it in to the Food & Beverage office in D Building.
2. **Food & Beverage** will issue a card for your department very similar to a Staff ID card with a bar code etc.
3. **Purchase** any food item(s) at any of the 5 food outlets and just scan your Corporate Meal Card.
4. **Charges** incurred over the month will go directly to your budget code at the end of the month.



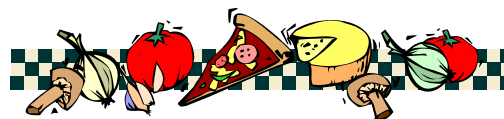
**Fast & Convenient!!**

# ...FOOD & BEVERAGE HAS A GREAT SOLUTION!

## WHAT ELSE SHOULD I KNOW?

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- ✓ A convenient way to welcome guests on campus or purchase food for snacks for meetings.
- ✓ Can be used at any one of our 5 food outlets on Campus.
- ✓ Your balance can be viewed at any time by simply asking a cashier for a receipt.
- ✓ Lost cards will be invalidated immediately upon reporting. You are responsible for charges up until the card is reported missing.
- ✓ Acts just like a debit card!
- ✓ Your budget code is the bar code.
- ✓ Must be a Budget Code Holder to apply for the card. The card is then the responsibility of the Budget Code Holder. He/she may lend it to guests as the situation dictates.



## Algonquin College Corporate Meal Plan Application

Yes I would like to join the Corporate Meal Plan.

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

Position: \_\_\_\_\_

Department: \_\_\_\_\_

(Please notify us if you change your phone number or department.)

Office Address: \_\_\_\_\_

Telephone # and Ext.: \_\_\_\_\_

Budget code & object code you wish to charge: \_\_\_\_\_

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

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

Fax: (613) 727-7735

Questions? Call x 7615