

Conference Cards: Conference Cards or “Meal Cards” issued by Aramark shall be administered by Aramark in conjunction with Procurement and Contract Services. Conference Cards serve the University in hosting business meal functions and entertainment for guests, and students of the University. The signature authority on the department’s respective budget or department head shall be the only authorized requestor of a Conference Card. The requestor must read and sign the Conference Card Acceptance form before card is issued. The Conference Card Acceptance form must be completed by the requestor (signature authority) for each fund request and kept on file by Eagle Dining, Box #5063. All Conference Card charges to a budget for department use must be placed on a Conference Card and not a personal identification card. Departments that request Conference Cards must keep a transaction log clearly stating the purpose of expense, number of attendees, and amount of each expense. A copy of the receipt, with the names of all attendee’s clearly written on receipt, must accompany each transaction on log. An exception will only be made in the event that a card is issued to prospective students and/or guests of the University by a department and the department is reimbursed for Conference Card expense. Professional staff required to live on campus as a condition of employment shall have their meal plans placed on a Conference Card and benefit will not be taxable.

Purpose:

Conference Cards or “Meal Cards” serve the University in hosting business meal functions, and entertainment for guests, and students of the University. Conference Cards are tracked by Aramark. A transaction report shall be sent on a monthly basis.

Student I.D. Cards: If the department chooses to issue a card to a student from a departmental budget, these funds must be placed on the student’s personal identification card and a Student Card Acceptance form must be completed. If a card is issued as a condition of employment to the student worker from a departmental budget string, then the benefit to the student, whether “monetary” or “non-monetary”, shall be declared to the Office of the Controller-Payroll. If a card is issued to a student as a “scholarship” or “working condition fringe” from a departmental budget string, then the benefit to the student, whether “monetary” or “non-monetary”, shall be declared to the Financial Aid Office, Box #5101. A Student worker that is required to live on campus as a condition of employment may have their benefit declared a “working condition fringe” and the benefit will not be taxable. A copy of the Student Card Acceptance form must be sent to the Office of the Controller-Payroll, Box #5143 if benefit is for student worker as noted on the Student Card Acceptance form. A copy of the Student Card Acceptance form must be sent to the Financial Aid Office, Box #5101 if benefit is considered a “scholarship” as noted on the Student Card Acceptance form. Additionally, the Student Card Acceptance form must be conveyed by indicating in the top left hand of the Personnel Action Form (PAF) that a Student Card Acceptance form has been issued and amount of benefit for a student worker. Aramark will provide a copy of the Student Card Acceptance form to the Office of the Controller-Payroll and Financial Aid Office listing each request from departments that add funds from their respective budgets to student personal identification card to ensure that all documentation has been processed correctly by each department.

Purpose:

Student I.D. Cards serve the University in many ways including recruiting and retaining students at the University by offering “Meal Plans” as either compensation and/or scholarship. Student I.D. Cards are tracked by Aramark. A transaction report shall be sent on a monthly basis.

It is the department’s responsibility to track the use of the Conference/Student I.D. Card(s). Conference /Student I.D. Card(s) are to be used as outlined by University policy (see attached). All transactions are subject to an internal audit by the Office of Internal Audit. Departments that misuse Conference/Student I.D. Card(s) may lose their buying privileges and/or face disciplinary action. This policy is not all-inclusive, nor does it address every situation that may arise. The intent is to assist in preventing common mistakes. It is the respective department’s responsibility to check the Southern Miss Procurement and Contract Services website for updates to policies.

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