

Sponsoring Department completes signed form and submits to the BuzzCard Office (Meal Plan Administrator – support@buzzcard.gatech.edu) for processing at least ten (10) business days prior to guest arrival or program start date. A separate form must be completed for summer camps and special programs crossing over multiple academic terms. *Institute Guests and Program Participants visiting the BuzzCard Center to obtain a proximity card must present a completed **BuzzCard Participant Identification Form** to receive their BuzzCard. **If a meal plan is required, a \$25 per session fee applies for meal plan administration. A separate form must be submitted for each program session requiring separate enrollment.***

Program Information

Program Name _____
 Program Dates (start) _____ (end) _____ Participant Quantity _____

BuzzCard Production *Cards are single issue and may not be reused.*

Proximity Card *Required for CRC, Parking, Door Access. Cards are \$30 each.*
 Magnetic Stripe *Cards are \$2.00 each.*
 Total Card Production Charge \$ _____

Preloaded BuzzCard Funds

Declining Balance funds which may be used anywhere BuzzCard is accepted. Yes Amount Per Card \$ _____
 X Total Card Qty. = \$ _____

Add Meal Plan Type *(Select Only One)*

Institute Guest Meal Plan Cost Per Participant \$ _____
\$50 minimum in whole dollar increments. No daily limit on usage. Good at all Georgia Tech Dining locations. X Total Participants = \$ _____

or **Dollars Per Day** How Many Days? _____
Good at all Georgia Tech Dining locations.

Amount per day: \$8/day \$9/day \$10/day
 Cost Per Participant \$ _____
 X Total Participants = \$ _____

or **Preloaded Meals Per Day** Qty of Meals/Day _____ How Many Days? _____
\$8 per meal; Dining Halls Only.

Cost Per Participant \$ _____
 X Total Participants = \$ _____

Sponsoring Department Information

Contact Name _____ Contact Phone _____
 Department Name _____ Department Number _____
 Department Project to be Charged _____ Document ID _____

Department (Budgetary) Approval

(Typed Signature acceptable on electronic submission only if submitted directly by signer) Date _____

Cards Picked Up By: _____ Date _____

<i>For BuzzCard Use Only:</i>							
Card Prod	\$ _____	BuzzCard Funds	\$ _____	MP Setup Fee	\$ _____	MP	\$ _____
						MP	\$ _____
						Initials	_____
						Date	_____
Campus Ref	_____	Card Sequence	_____	(to)	_____	Initials	_____
						Date	_____

Cards with declining balance funds should be treated the same as cash and safeguarded. If the Sponsoring Department wishes to provide for replacement of lost cards with preloaded fund balances, the Department must maintain a record of card assignment (by card number and name of card holder). Lost cards must be reported immediately to the BuzzCard Center so that balances may be frozen and the card deactivated. The per card fee will apply to replacement cards. Unused BuzzCard balances remain the property of card holder and will not be rolled over into a departmental account at the end of the event.