

CHECKING: MEAL PLAN ERRORS

CARD IS FORGOTTEN BY STUDENT

Checking Issues

If cards are *denied*, continue to swipe all cards! The system will track denied cards for required documentation. PLEASE DOCUMENT IN FULL ANY CARD WHICH FAILS TO PASS.

DAY & DATE: _____ (FILL IN READER RESPONSE EXACTLY AS DISPLAYED.)

<u>MEAL</u>	<u>CUSTOMER NAME</u>	<u>GROUP NAME</u>	<u>CARD #</u>	<u>PROBLEM/READER ERROR MESSAGE</u>
LUNCH	Adrian Smith	SIG		Forgot Fob
Lunch	Ashleigh Piggot	RLI		forgot one card

RECORD MISSED MEAL(S) ON "CHECKING ISSUES" SHEET

- MEAL, NAME, GROUP, AND REASON ("FORGOT FOB" MUST BE RECORDED EVERY TIME
- "CHECKING ISSUES SHEETS" MUST BE SUBMITTED TO DINING OFFICES BY 9AM ON THE NEXT BUSINESS DAY

COMPLETING THE RECORD SHEET IS ESSENTIAL TO ACCOUNT FOR MEALS (THIS IS HOW DINING IS EVALUATED). IT IS THE RESPONSIBILITY OF ALL CHECKERS!