



Department Membership Application

Department or Organization
(This will be on each of your 2 cards.)

Contact Person
Name and email)

Office Address (USPS)
For mailing monthly statements

Office Telephone

Contact Email

Dues: \$360/year will be billed to your account

Card Holder (name and email)

Card Holder (name and email)

Billing Contact
(Name and email)

Other Contacts
(Name and email)

Card Use Policy

The Campus Club issues 2 permanent department member cards to each department. Your department decides who will be in charge of the cards. The cards have the department name and member number. Any department member may use the cards for department business at the Club, as long as he/she is authorized by the department. Any events are planned in advance. Single-use Department Guest Cards are also available. See below for details.



Frequently Asked Questions About Department Memberships

Can I use our department membership for personal meals, such as inviting friends to lunch or to the bar? This is not appropriate. Department memberships are not intended for personal use, such as taking a friend to lunch. That is an appropriate use of a personal membership. Charges for personal memberships go to a single monthly account. We send the individual member a monthly statement for Club services. A department member could occasionally use his/her personal membership for department business. All charges would go to the personal account, which she or he is responsible for. If your department uses the Club regularly, it would be appropriate for you to have a department membership. It will also be easier than constant reimbursement of an individual account. The amount of staff time spent on reimbursement may well exceed the \$360 annual dues.

How does my department pay for dues and Club use? The annual dues are \$360. All charges, such as meals and event costs, are billed to the department each month. Your departmental billings/statements should be paid via a JV in FFN using the following: 565 3900 4410 10. Employees that incur and charge allowable business expenses to their personal (individual) Campus Club accounts must pay their own accounts balances. Employees must submit a request for reimbursement to their department for any allowable, bona fide business expenses. Departmental accounts can be identified by the letter J appearing at the end of the account number in the upper right corner of the Statement of Account. Any account number ending in a character other than J would represent an individual account. Only one bill should be processed per JV. Please do not consolidate multiple bills onto one JV entry. It would be very helpful if you include your Department Membership number in the Description field.

What are The Campus Club Department Guest Cards? Department Guest Cards make it easier for departments to bring a number of guests to the Campus Club for lunch using The Seryery, our cafeteria. Please call 6-7788 to request cards for a given date. You may also fill them out in advance if you have a quantity on hand. Simply put your department member number and date on the cards. Then you can distribute them in advance to your department members or guests who will be using the Club. This works much better than a piece of paper with your number written on it. This system works especially well if you have reserved a meeting room and your guests are going through The Seryery. If you need more cards, call and ask for more. Or you may also ask at the Front Desk if you need them immediately. We will help you fill out the cards and distribute them to your guests.

Can I get receipts for charges to our department account using Department Guest Cards? Of course. We issue a receipt for every transaction in The Seryery. Be sure to tell your department members to collect receipts and return them to you. We frequently remind people using department guest cards that they should collect the receipts and bring them back to the department.

If our department has a Department Membership, can department faculty and staff use our membership to visit the Club and pay cash or use a credit card? No. Use of the department membership is for department purposes. You must charge expenses to your department account. We can occasionally make exceptions. Call 5-1442 with your request.

Please note: The Controller of the University has issued recommendations for documenting department use of the Campus Club. Each department should use this form (or a facsimile) for each use of the Club. Details will include date, purpose of meeting, etc. The documentation is recommended for each use of the Club. Details include date, purpose of meeting, etc. The Campus Club has documentation forms on hand at each cash register and for each event. Please ask for this form when you use a department membership. Fill out the form and return it to the designated person in your department, with a copy of the register receipt. Your department may ask you to also note internal account details, for more accurate department bookkeeping. Use the form for that.