



Dome PayPass Meal Cards Request Form

Instructions: **PLEASE PLACE YOUR ORDER IN ADVANCE AS FOLLOWS:**

- 1 – 150 Cards -- 1 Business Day
- 151 – 250 Cards -- 2 Business Days
- 251 – and above -- 3 Business Days

NOTE: THERE IS A .55¢ PROCESSING FEE PER CARD

Complete the information below and email this form to: DomePayPassJHH@jhmi.edu
(Please copy your department head on the email request)

Department Name: _____

Department Head Authorizing Request: _____


Name of Person Authorized to Pick up Cards: _____ Ext. _____

Cost Center #: _____ Date Needed: _____

Email Address: _____

Please check the card(s) you are requesting:

<input type="checkbox"/>		Quantity Requesting # _____	Dollar Amount \$ _____
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<input type="checkbox"/>		Quantity Requesting # _____	Dollar Amount \$ _____
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You will be notified by email when your cards are ready for pickup from:
CMSC SB-216
Monday – Friday
9:30 a.m. – 2:15 p.m.