

Use this form to obtain Dining Dollars or a Meal Plan for one individual.

**If you have questions about whether Dining Dollars/Meal Plan should be awarded, please contact Scholarship Administration.**

Chartwells' contact information is also provided:

## A. Form Questions

Bold type indicates a required field. Other fields are to be completed only if applicable to current order.

1. Note that the *Semester*, *Plan Type* and *Department* fields each have a dropdown menu.
2. If the applicable department is not listed in the dropdown, select Other Department and type the department name in the field provided.
3. Purpose. Explain why Dining Dollars/Meal Plan are being provided for this individual.

## B. Information

1. Provide the **dollar amount** awarded, the **UNID**, and **Name** of the recipient.
2. **Matriculated Student**. Accurately report the matriculated status of the recipient, as the workflow of the order will be altered accordingly.

Check *Yes* if the recipient is enrolled at the University of Utah, and the order will be sent to Scholarship Administration for approval.

Check *No* if the recipient is not enrolled as a student at the University of Utah.

The screenshot shows a form titled "Information" with a help icon (?). The form contains the following fields and options:

- Quote / Invoice (If Applicable): Text input field.
- Amount: Text input field with a yellow highlight and a callout circle containing the number "1".
- UNID: Text input field with a yellow highlight.
- Matriculated Student: Radio button options for "No" and "Yes". The "Yes" option is selected and highlighted in yellow, with a callout circle containing the number "2".
- Student Name: Text input field with a yellow highlight.

## C. Scholarship Admin

This required field serves as a reminder to contact Scholarship Administration.

The screenshot shows a form titled "Scholarship Admin" with the following content:

Have you entered this data into Scholarship Admin?  No  Yes

## D. Add and go to Cart

Find the *Available Actions* dropdown in the upper right corner of the form. Select *Add and go to Cart*, and click *Go*.

The screenshot shows a dropdown menu with the following content:

Available Actions: Add and go to Cart ▼

## E. Complete transaction as with any UShop order.