



Student Center Cash Procedure

Student Center Cash Certificates are an easy, affordable and convenient way to provide meals for your event guests, accommodating a variety of tastes. With 7 branded food options including Starbucks, there is an option for everyone. During the Summer Semester vendors and hours are limited.

The Dining Office is your one-stop-shop for planning your event, and where you can order and pick up your Student Center Cash Certificates. Request Student Center Cash Certificates by contacting Kelly Guralewski at ds_kguralewski@emich.edu or 734-487-9565.

The procedure is as follows:

1. Certificates must be requested 10 business days prior to your event to ensure vendors are adequately staffed. For events during irregular hours (weekends, or late nights) two weeks' notice is required.
2. To complete your reservation please provide the following to the Office:
 - a. Number of certificates needed
 - b. Date (00/00/0000) and time the certificates should be valid.
 - c. Name of the purchasing group
 - d. The monetary value of the certificates
 - e. Form of payment to place on file. Payment will be processed prior to the event.
3. Once a reservation is made, regular payment procedures apply. Internal and External Customers can pay by Credit Card or Check. Checks can be made payable to "Chartwells Higher Ed."
4. The monetary value you choose for the certificates will not exceed the printed amount. (i.e. If your guest has a \$5 dollar certificate and the meal is \$6, your guest will have to pay the difference. No change will be given if the guest spends \$5 and the certificate is worth \$6.
5. Dining Staff will order the certificates and notify vendors of your visit.
6. You will receive a call from Dining Staff to let you know when the certificates are available to pick up (Please note our office is only open Monday-Friday 8:00 a.m. – 5:00 p.m.). Admissions can pick up the certificates with prior notice.
7. You may keep any unused certificates as they will be valid for the entire academic year.
8. Payment will be made per your selected method prior the event.
9. An invoice will be sent with a breakdown by vendor allowing you to know how your guests used their certificates.

Thank You for your support of the EMU Student Center and its vendors.