

Pre-paid Card Basics For UCSF Employees

Pre-paid Card Form must be filled out and submitted to the Cash Office staff before a pre-paid card can be issued. Once the form has been submitted allow 1-2 business days for processing. The Cash Office staff will notify you by either phone or email when your card is ready to be picked up, usually the cards can be picked up in the M924 office.

Your Pre-paid Card carries a money balance good toward purchases of food in the Moffitt Café and Grill, Carmelina's, Panda Express, Segafredo, Subway, Courtyard Café, Palio, and Lunch Stop (Mt. Zion).

Account additions may be made through any register in the Moffitt Café. The system is based on pre-pay. You can add any amount using your credit card or cash. Money will be credited to your account instantly.

10% discount will apply for purchases at the Moffitt Café and Grill only when you use the Pre-paid Card.

Lost or Stolen Pre-paid Cards must be reported to Nutrition and Food Services immediately by calling 415-353-8921 or email MoffittMealAccounts@ucsfmedctr.org (Seth Hopkins or Beth Cabugao).

Problems using the account? Please check the balance on your account by asking the cashier. If you have enough funds in your account to cover your purchase, but if the terminals are not letting you use the card, please contact Nutrition and Food Services at 415-353-8921 or email MoffittMealAccounts@ucsfmedctr.org (Seth Hopkins or Beth Cabugao), M-F 8am to 5:00pm.

Leaving the program? Please contact Seth or Beth at the number or email listed above so that we can cancel your account. By doing this we keep our database up to date and transactions smoother.