



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE PROPERTY CUSTODIAN

GUIDELINES FOR CLAIMING OF AGAPE 2023 FOOD STUBS

1. Food vouchers will be distributed at the designated claiming booths situated within the fenced area of the Albertus Magnus building, according to the following schedule:

Date	Day	Time
December 4 - 7	Mon - Thurs	8:00 AM - 5:30 PM
December 9	Sat	8:00 AM - 5:30 PM
December 11 - 12	Mon - Tues	8:00 AM - 5:30 PM

2. To obtain their food stubs, students, support staff, and academic staff are required to scan their UST IDs at the claiming booths. Alternatively, they may utilize the QR code provided in the corresponding portals: GURUS Patio for Administrators and Faculty, USSAP for Support Staff, and MyUSTe for students.
3. Food stubs for administrative, academic (including university-wide and program chairs), and research officials will be delivered directly to their respective offices.
4. The distribution of food stubs will adhere strictly to a *one-to-one* basis. Only the individual identified as the owner of the ID or QR code is permitted to claim their respective food stub.
5. Lost or damaged food stubs will not be eligible for replacement.

