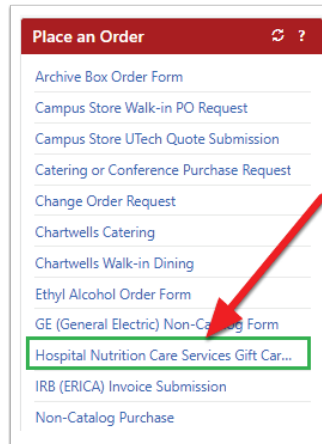


This form is specifically designed to order Gift Cards from the Nutrition Care Services (NCS).

1. Open the NCS form

This form is located on the UShop Shopping Dashboard. Click on the form name to open.



2. Select unit price and quantity

You may select from pre-determined card values:

The image shows the "NCS Order Info" form. At the top, it says "Order NCS gift cards by indicating the quantity below. Gift cards can be picked up in Room WA170 on Level A of University Hospital, or at the Farmington or South Jordan locations. If you need gift cards for a custom amount, use the next section to specify the amount/quantity." Below this is a table with columns: Description, Unit Price, Quantity, and Ext. Price. The table contains three rows for pre-determined card values: NCS Gift Card \$6.00, NCS Gift Card \$10.00, and NCS Gift Card \$20.00. A red box highlights this table. Below the table is a section for custom amounts with a "Description" field containing "Enter custom amount in Price and enter quantity.", "Price" and "Quantity" input fields, and an "Ext. Price" field showing 0.00. A "Total" field also shows 0.00. A "recalculate list total" link is visible at the bottom right.

Or you may order custom cards. Simply indicate the desired dollar amount and quantity:

The image shows the "NCS Order Info" form, similar to the previous one. The table with pre-determined card values is visible but not highlighted. The "Description" field in the custom amount section contains "Enter custom amount in Price and enter quantity.", and the "Price" and "Quantity" input fields are highlighted with a red box. The "Ext. Price" field shows 0.00, and the "Total" field also shows 0.00. A "recalculate list total" link is visible at the bottom right.

3. Select Pickup location

1. The address of the University Hospital Location is provided on the form,
2. Cards may also be picked up at the Farmington or South Jordan locations.
3. Specify your desired pick up location by opening the dropdown menu and selcting a location
4. NCS will contact you when your order is ready for pick up.

Hospital Nutrition Care Services Gift Card Purchase

This form is a replacement for the paper Campus Order. **Effective July 1, 2018 campus orders will no longer be accepted.**

UShop MARKETPLACE
 UShop Operations
 University of Utah
 201 S. President's Circle, Room 170
 Salt Lake City, UT 84112
 (801) 585-2255
 ushop@utah.edu

To order catering services, place your order using the UUHC Catering online system.

To order gift cards for a custom amount, enter the amount in the Price and enter the Quantity needed.

Description	Unit Price	Quantity	Ext. Price
NCS Gift Card \$6.00	6.00		
NCS Gift Card \$10.00	10.00		
NCS Gift Card \$20.00	20.00		
Total			0.00

Select the location where you'd like to pick up the gift card. You will be contacted by NCS when your order is ready for pick up.

Tax Services/Reporting info for Gift Cards

Will a University employee be the recipient of any of the purchased gift cards? **A response is required.**

No
 Yes

Gift Card Info

NCS Gift Cards are valid at the following locations.

- University Hospital Gift Shop
- University Hospital Lobby Espresso
- Hospital Cafeteria
- Hospital Starbucks
- Huntsman Gift Shop
- Huntsman Cafeteria

4. Tax Services reporting

1. You must indicate whether the gift card recipient(s) are University Employees.
2. If Yes, the information listed here must be provided to Tax Services.
3. For Research subjects/participants, report to Tax Services as you have in the past.
4. For other employees, use this link.

Tax Services/Reporting info for Gift Cards given to employees

Will a University employee be the recipient of any of the purchased gift cards? **A response is required.**

No
 Yes

If you answered "Yes" above, use the Internal Attachments to provide the info noted below for each employee that will be receiving gift cards. **Tax Services needs this information.** For your convenience, an Excel template has been provided below.

- Employee Name
- uNID
- Employee Job Code
- ORG ID
- Home Dept.
- Gift Amount

Reporting procedures for Research subjects/study participants have not changed. Continue to report those to Tax Services as you have in the past.

[Employee Gift Card Recipient Template](#)

Internal Attachments

Add Attachments

5. Valid locations

NCS Gift cards are valid at the locations listed on the form.

Gift Card Info

NCS Gift Cards are valid at the following locations.

- University Hospital Gift Shop
- University Hospital Lobby Espresso
- Hospital Cafeteria
- Hospital Starbucks
- Huntsman Gift Shop
- Huntsman Cafeteria
- Huntsman Starbucks
- BSB Deli
- Tower Deli
- Midvalley Coffee Shop
- Farmington Coffee Shop

6. Complete order

When the form is complete, find the Available Action dropdown in the upper right corner of the form. Select Add and go cart. Click Go.

Hospital Nutrition Care Services Gift Card Purchase

Available Actions: Add and go to Cart

This form is a replacement for the paper Campus Order. **Effective July 1, 2018 campus orders will no longer be accepted.**

UShop
MARKETPLACE

UShop Operations
University of Utah
201 S. President's Circle, Room 170
Salt Lake City, UT 84112
(801) 585-2255
ushop@utah.edu

To order catering services, place your order using the UHHC Catering online system.

NCS Order Info

Order NCS gift cards by indicating the quantity below. Gift cards can be picked up in Room WA170 on Level A of University Hospital, or at the Farmington or South Jordan locations. If you need gift cards for a custom amount, use the next section to specify the amount/quantity.

Description	Unit Price	Quantity	Ext. Price
NCS Gift Card \$6.00	6.00	<input type="text"/>	
NCS Gift Card \$10.00	10.00	<input type="text"/>	
NCS Gift Card \$20.00	20.00	<input type="text"/>	
Total			0.00

recalculate list total

To order gift cards for a custom amount, enter the amount in the Price and enter the Quantity needed.

Description	Price	Quantity	Ext. Price
Enter custom amount in Price and enter quantity:	<input type="text"/>	<input type="text"/>	0.00
Total			0.00

recalculate list total

U HEALTH
UNIVERSITY OF UTAH

Nutrition Care Services
University of Utah Hospital
50 N. Medical Dr.
Level A, Room WA170
Salt Lake City, UT 84132
(801) 585-2203
ncc@hsc.utah.edu

Supplier: NUTRITION CARE SERVICES
Fulfillment Address: NCS GIFT CARD ORDERING
50 N MEDICAL DR. RM WA170
SALT LAKE CITY, UT 84132 US
Supplier Phone: +1 801-581-2203

Select the location where you'd like to pick up the gift cards. You will be contacted by NCS when your order is ready for pick up.

Please select...

Tax Services/Reporting info for Gift Cards given to employees

Will a University employee be the recipient of any of the purchased gift cards? **A response is required.**

No
 Yes

If you answered "Yes" above, use the Internal Attachments to provide the info noted below for **each employee that will be receiving gift cards. Tax Services needs this information.** For your convenience, an Excel template has been provided below.

- Employee Name
- uNID
- Employee Job Code
- ORIG ID
- Home Dept.
- Gift Amount

Reporting procedures for Research subjects/study participants have not changed. Continue to report those to Tax Services as you have in the past.

Employee Gift Card Recipient Template [?](#)

Internal Attachments:

Size Attached on

Gift Card Info

NCS Gift Cards are valid at the following locations.

- University Hospital Gift Shop
- University Hospital Lobby Espresso
- Hospital Cafeteria
- Hospital Starbucks
- Huntsman Gift Shop
- Huntsman Cafeteria
- Huntsman Starbucks
- RSS Deli
- Tower Deli
- Midvalley Coffee Shop
- Farmington Coffee Shop

Total 0.00

Complete the order as with any UShop transaction.