

This form is located on the UShop Shopping Dashboard and is specifically designed to order Gift Cards and event Tickets available at the Positively U Gift Shop.


All orders are subject to availability.

After submitting your order, Positively U will contact you when your order is ready for pick-up.

Order Information ?	Tax Services/Reporting Info ?
<p>Form Instructions: Use this form to purchase gift cards or entertainment tickets from Positively U.</p> <ul style="list-style-type: none"> All orders are subject to availability. Large orders may take longer to process since large quantities of gift cards are not kept on-hand. You will be notified by Positively U when your order is available for pickup. They are located in the main lobby (1st floor) of University Hospital. <p><i>*Note: Gift Cards and tickets cannot be returned or exchanged.</i></p>	<p>Will a University employee be the recipient of any of the purchased gift cards? <i>*Note: Ticket purchases don't need to be reported. A response is required.</i></p> <p> <input type="radio"/> No <input type="radio"/> Yes </p> <p>If you answered "Yes" above, use the Internal Attachments to provide the info noted below for each employee that will be receiving gift cards. This is not needed for ticket purchases. For your convenience, an Excel template has been provided below. Tax Services needs this information.</p> <ul style="list-style-type: none"> Employee Name uNID Employee Job Code ORG ID Home Dept. Gift Amount <p>Reporting procedures for Research subjects/study participants have not changed. Continue to report those to Tax Services as you have in the past.</p> <p> Employee Gift Card Recipient Template Internal Attachments <input type="button" value="Add Attachments"/> </p>

The address of the Positively U Gift Shop is provided on the form.

This form is a replacement for the paper Campus Order. **Effective**



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



Positively U / Hospital Gift Shop
University of Utah Hospital
 50 N. Medical Dr.
 1st floor, Main Lobby
 Salt Lake City, UT 84132
 (801) 587-3527
giftshop@hsc.utah.edu

Order Information ?

Form Instructions:
Use this form to purchase gift cards or entertainment tickets from Positively U.

- All orders are subject to availability.
- Large orders may take longer to process since large quantities of gift cards are not kept on-hand.
- You will be notified by Positively U when your order is available for pickup. They are located in the main lobby (1st floor) of University Hospital.

**Note: Gift Cards and tickets cannot be returned or exchanged.*

Tax Services/ Reporting Info

1. You are required to indicate whether the gift cards will be given to University employees.
2. If so, specific information must be reported to Tax Services. Please note that only gift cards (not tickets) need to be reported.
3. Gift cards given to research recipients should be reported as they have been in the past.
4. An Excel template is provided which contains all needed information that must be supplied to Tax Services. Upload this to the order once you've filled in the necessary information.

Tax Services/Reporting Info

Will a University employee be the recipient of any of the purchased gift cards? **Note: Ticket purchases don't need to be reported. A response is required.*

1

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**. This is not needed for ticket purchases. For your convenience, an Excel template has been provided below. **Tax Services needs this information.**

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

2

3

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

4

Add Attachments

Select among the many gift cards and tickets available. Indicate the quantity desired.

Entertainment Tickets

Description	Unit Price	Quantity	Ext. Price
Day Pass	18.50		
Total			0.00

Description	Unit Price	Quantity	Ext. Price
Cinemark Ticket	8.00		
Total			0.00

Description	Unit Price	Quantity	Ext. Price
Child, ages 3-12 (May-Sept)	0.50		
Adult (May-Sept)	13.50		
Senior, 65+ (May-Sept)	0.50		
Total			0.00

Description	Unit Price	Quantity	Ext. Price
Child, ages 3-12 (Oct-Apr)	7.00		
Adult (Oct-Apr)	9.00		
Senior, 65+ (Oct-Apr)	7.00		
Total			0.00

Gift Cards

Description	Unit Price	Quantity	Ext. Price
Barnes & Noble \$20	10.00		
Total			0.00

Description	Unit Price	Quantity	Ext. Price
Cafe Rio \$10	10.00		
Cafe Rio \$15	15.00		
Cafe Rio \$20	20.00		
Cafe Rio \$25	25.00		
Cafe Rio \$30	30.00		
Cafe Rio \$35	35.00		
Cafe Rio \$40	40.00		
Total			0.00

Description	Unit Price	Quantity	Ext. Price
Chili's \$10	10.00		
Chili's \$20	20.00		
Chili's \$25	25.00		
Total			0.00

Description	Unit Price	Quantity	Ext. Price
Olive Garden \$10	10.00		
Olive Garden \$20	20.00		
Olive Garden \$25	25.00		
Olive Garden \$30	30.00		
Total			0.00

Description	Unit Price	Quantity	Ext. Price
Red Lobster \$10	10.00		
Red Lobster \$20	20.00		
Red Lobster \$25	25.00		
Red Lobster \$30	30.00		
Total			0.00


Description	Unit Price	Quantity	Ext. Price
Starbucks \$5	5.00		
Starbucks \$10	10.00		
Starbucks \$25	25.00		
Total			0.00


Description	Unit Price	Quantity	Ext. Price
Smith's \$10	10.00		
Smith's \$15	15.00		
Smith's \$20	20.00		
Smith's \$25	25.00		
Smith's \$30	30.00		
Smith's \$35	35.00		
Smith's \$40	40.00		
Smith's \$45	45.00		
Smith's \$50	50.00		
Smith's \$55	55.00		
Smith's \$60	60.00		
Smith's \$65	65.00		
Smith's \$70	70.00		
Total			0.00

Description	Unit Price	Quantity	Ext. Price
Target \$10	10.00		
Target \$15	15.00		
Target \$20	20.00		
Target \$25	25.00		
Target \$30	30.00		
Target \$35	35.00		
Target \$40	40.00		
Target \$45	45.00		
Target \$50	50.00		
Target \$55	55.00		
Target \$60	60.00		
Target \$65	65.00		
Target \$70	70.00		
Total			0.00

Description	Unit Price	Quantity	Ext. Price
Walmart \$10	10.00		
Walmart \$15	15.00		
Walmart \$20	20.00		
Walmart \$25	25.00		
Walmart \$30	30.00		
Walmart \$35	35.00		
Walmart \$40	40.00		
Walmart \$45	45.00		
Walmart \$50	50.00		
Walmart \$55	55.00		
Walmart \$60	60.00		
Walmart \$65	65.00		
Walmart \$70	70.00		
Total			0.00

If you add multiple card/ticket types at once, they will all be added together as a single PO line in your cart.

POSITIVELY U / HOSPITAL GIFT SHOP  [more info...](#)

Product Description	Unit Price	Quantity	Total
 Positively U Gift Card/Ticket Purchase Request <small>open form...</small> Will a University employee be the recipient of any tickets or gift cards? <input type="checkbox"/> No Commodity Code <input type="text"/>	223.50 USD Update	1	223.50 USD <input type="checkbox"/>
			More Actions
Supplier subtotal			223.50 USD

Or, you may add one item and select Add to Cart and Return from the Available Actions, click Go, and add additional items one at a time in the same manner.

ase Request

Available Actions: [Add and go to Cart](#) [Go](#)

Positively U Gift Card & Ticket Purchase Request

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- You will be notified by Positively U when your order is available for pickup. They are located in the main lobby (1st floor) of University Hospital.

Will a University employee be the

Entertainment Tickets

Utah's HOogle ZOO

May 1 - Sept. 30 Prices

Description	Unit Price	Quantity	Ext. Price
Adult (5/1-9/30 price)	13.50	6	

CINEMARK

Description	Unit Price	Quantity	Ext. Price
Cinemark Ticket	8.00		
Total			0.00

COWABUNGA BAY Water Park

Description	Unit Price	Quantity	Ext. Price
Day Pass	18.50		
Total			0.00

This will allow each different card type to appear as a separate PO line.

Note: While the name of the card type is not called in the cart, this method allows you to assign specific Accounting Distributions to PO lines as needed.


Shopping Cart



Name this cart:

Share my cart with others ☐ No user groups available. [Click here to create shared cart user groups.](#)

Have you made changes? [Update](#)

[Help](#) [Add Non-Catalog Item](#) [Empty Cart](#) [Create New Cart](#) [Perform an action on \(0 items selected\)...](#) [Select All](#)

POSITIVELY U / HOSPITAL GIFT SHOP  [more info...](#)

Product Description	Unit Price	Quantity	Total
 Positively U Gift Card/Ticket Purchase Request <small>open form...</small> Commodity Code <input type="text"/>	60.00 USD Update	1	60.00 USD <input type="checkbox"/>
			More Actions
 Positively U Gift Card/Ticket Purchase Request <small>open form...</small> Commodity Code <input type="text"/>	120.00 USD Update	1	120.00 USD <input type="checkbox"/>
			More Actions
Supplier subtotal			180.00 USD

Complete the order as with any UShop transaction.