

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.

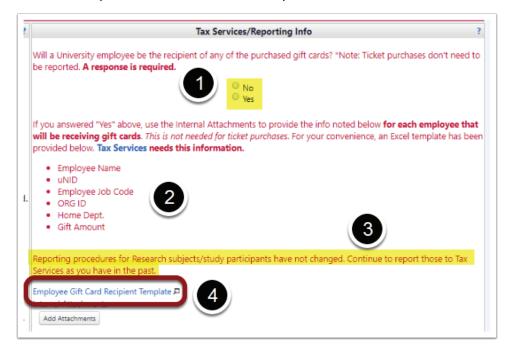
Order Information ?	Tax Services/Reporting Info
	Will a University employee be the recipient of any of the purchased gift cards? "Note: Ticket purchases don't need to be reported. <b>A response is required.</b>
<ul> <li>All orders are subject to availability.</li> <li>Large orders may take longer to process since large quantities of gift cards are not kept on-hand.</li> <li>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.</li> </ul>	you answered "Yes" above, use the Internal Attachments to provide the info noted below <b>for each employee that</b> <b>iii be receiving gift cards.</b> This is not needed for ticket purchases. For your convenience, an Excel template has been rovided below. <b>Tax Services needs this information</b> . • Employee Name • UNID • Employee Job Code • ORG ID • Home Dept. • Gift Amount eporting procedures for Research subjects/study participants have not changed. Continue to report those to Tax ervices as you have in the past. Imployee Gift Card Recipient Template P Internal Attachments Add Attachments

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



## 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.



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



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         open form           Will a University employee be the recipient of any tickets or gift cards?         N           Commodity Code	Undate	223.50 USD
	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 R	equest Positive	ly U Gift Card	& Ticke	et Purchas	e Requ	est				Available Act	Add	d to Cart and u to Cart	d Return	Go nding PR/PO
	Order Information ?	?			Enterta	Entertainment Tickets				Ade	Add to PO Revision Add to Favorites			
	<ul> <li>All orders are subject to availability.</li> <li>Large orders may take longer to process since large quantities of gift cards are not kept on-hand.</li> <li>You will be notified by Positively U when your order is available</li> </ul>	May 1 - Sept. :	Utah' OG Z 30 Prices			د.	N E M	ARK		ģ	Sav Add	re d to new Car	rt	
	for pickup. They are located in the main lobby (1st floor) of	[ escription	Unit Price	Quantity	Ext. Price	Description	Unit Price	Quantity	Ext. Price	Description	Unit Price		Ext. Price	
ор	University Hospital.	Adult	13.50	6		Cinemark Ticket	8.00			Day Pass	18.50			
	Vill a University employee be the	(5/1-9/30 price)				HCKet		Total	0.00			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 Accouting Distributions to PO lines as needed.

Shopping Cart           Name this cart:         2018-03-29 u0182453 01	Continue Shopping	2 Item(s) for a tor	tal of <b>180.00</b> USD Assign Cart
Share my cart with others No user groups available. Click here to create shared cart user Have you made changes? Update POSITIVELY U / HOSPITAL GIFT SHOP TO more info	pty Cart Create New Cart Perform a	n action on (0 items selected).	
Product Description Positively U Gift Card/Ticket Purchase Request open form. Commodity Code	 	Init Price     Quantity       60.00 USD     1       Update	Total
Positively U Gift Card/Ticket Purchase Request open form.     Commodity Code	Mo	120.00 USD 1 Update	120.00 USD
		Supplier subtotal	180.00 USD

Complete the order as with any UShop transaction.