This form is located on the UShop Hospital 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.

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.

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.

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.

Complete the order as with any UShop transaction.