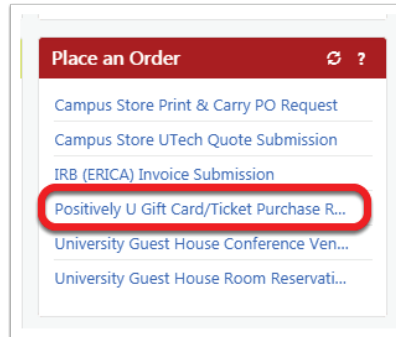


This form is located on the UShop Hospital Shopping Dashboard and is specifically designed to order Gift Cards and event Tickets available at the Positively U Gift Shop.



All orders are subject to availability.

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

A screenshot of the "Form Instructions" and "Tax Services/Reporting Info" sections of the order form. The "Form Instructions" section includes a red-bordered box with the following text: "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." The "Tax Services/Reporting Info" section asks "Will a University employee be the recipient of any of the purchased gift cards?" with "No" and "Yes" radio buttons. Below this, it states "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." and lists required fields: Employee Name, uNID, Employee Job Code, ORG ID, Home Dept., and Gift Amount. There is also a link for "Employee Gift Card Recipient Template" and an "Add Attachments" button.

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

A screenshot of the top portion of the form. It includes the "UShop MARKETPLACE" logo, contact information for "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), and the "Positively U / Hospital Gift Shop" logo and address (University of Utah Hospital, 50 N. Medical Dr., 1st floor, Main Lobby, Salt Lake City, UT 84132, (801) 587-3527, giftshop@hsc.utah.edu). A red arrow points to the gift shop address. The "Form Instructions" section is also visible, containing the same text as in the previous screenshot. A note at the bottom states "*Note: Gift Cards and tickets cannot be returned or exchanged." A red banner at the top of the form reads "This form is a replacement for the paper Campus Order. Effective..."

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

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

Entertainment Tickets

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Gift Cards

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

The screenshot shows a single cart item with the following details:

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? No Commodity Code <input type="text"/>	223.50 USD	1	223.50 USD

Buttons: Update, 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.

The screenshot shows a shopping cart with the following items:

Description	Unit Price	Quantity	Ext. Price
Adult (5/1-9/30 price)	13.50	6	
Cinemark Ticket	8.00		
Day Pass	18.50		
			Total 0.00

Available Actions dropdown menu:

- Add and go to Cart
- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO
- Add to PO Revision
- Add to Favorites
- Save
- Add to new Cart

Go button

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.

The screenshot shows a shopping cart with the following items:

Product Description	Unit Price	Quantity	Total
Positively U Gift Card/Ticket Purchase Request open form... Commodity Code <input type="text"/>	60.00 USD	1	60.00 USD
Positively U Gift Card/Ticket Purchase Request open form... Commodity Code <input type="text"/>	120.00 USD	1	120.00 USD

Supplier subtotal: 180.00 USD

Complete the order as with any UShop transaction.