

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.
- 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 at 50 N. Medical Dr. 1st floor, Main Lobby, Salt Lake City, UT 84132 (801) 587-3527

Please indicate if you would like to have your gift cards pick-up or delivered.

Delivery is only for departments that are **not** in the Hospital or HCI

Pick up or Delivery

Please indicate if you would like to have your gift cards pick-up or delivered.

Delivery is only for departments that are not in the Hospital or HCI

Pick up or Delivery ★

- Delivery - excluding Hospital or HCI
- Pick up at Main lobby (1st floor) University Hospital

Required Reporting Information for University Employees

1. It is required to indicate whether a gift card will be given to a University employee and specific information must be reported. Please note that only gift cards (not tickets) need to be reported.
2. The Employee Gift Card Recipient Template is provided on the form (click to download) which contains all required information that must be reported. <http://fbs.admin.utah.edu/download/Tax/E-Gift-File.xlsx>
3. Gift cards given to research participants should be reported as indicated in the Human Research Participant Guidelines <https://fbs.admin.utah.edu/download/AP/ResearchPartPayments.pdf>.
4. Upload the form to the order in the “Internal Attachments” section once you’ve filled in the necessary information.

Reporting Requirement for University Employees

1

Will a University employee be the recipient of any of the purchased gift cards?

- No
 Yes

2

If "Yes", then fill out the [Employee Gift Card Recipient Template](#). and add to the Internal Attachment section below. Please only use this template

<http://fbs.admin.utah.edu/download/Tax/E-Gift-File.xlsx>

(Note: Ticket purchases are exempted)

3

Gift cards given to research participants should be reported as indicated in the [Human Research Participant Guidelines](#)

4

Internal Attachment

Internal Attachments [Add](#)

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 by card type. The quantity will always show “1” because it means that you have items in that section for that type of card.

This is not the quantity of how many you want. If you click on the words in the product description “Positively U Gift Card/Ticket Purchase Request” this will open the form and you will see the actual number of cards you are purchasing.

Product Description	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Positively U Gift Card/Ticket Purchase Request					...
^ ITEM DETAILS					
1 Starbucks Gift Card			30.00	<input type="text" value="1"/>	30.00
^ ITEM DETAILS					
Commodity Code	<input type="text"/>				
2 Cafe Rio Gift Card			35.00	<input type="text" value="1"/>	35.00
^ ITEM DETAILS					
Commodity Code	<input type="text"/>				

Complete the order as like any other UShop transaction.