This form is specifically designed to order Gift Cards from the Nutrition Care Services (NCS).

1. **Open the NCS form**
   This form is located on the UShop Shopping Dashboard. Click on the form name to open.

2. **Select unit price and quantity**
   You may select from pre-determined card values:

   ![Pre-determined card values](image)

   Or you may order custom cards. Simply indicate the desired dollar amount and quantity:

   ![Custom card options](image)
3. Select Pickup location
   1. The address of the University Hospital Location is provided on the form,
   2. Cards may also be picked up at the Farmington or South Jordan locations.
   3. Specify your desired pick up location by opening the dropdown menu and selecting a location.
   4. NCS will contact you when your order is ready for pick up.

4. Tax Services reporting
   1. You must indicate whether the gift card recipient(s) are University Employees.
   2. If Yes, the information listed here must be provided to Tax Services.
   3. For Research subjects/participants, report to Tax Services as you have in the past.
   4. For other employees, use this link.

5. Valid locations
   NCS Gift cards are valid at the locations listed on the form.
6. Complete order
When the form is complete, find the Available Action dropdown in the upper right corner of the form. Select Add and go cart. Click Go.

Complete the order as with any UShop transaction.