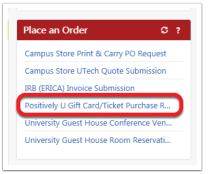


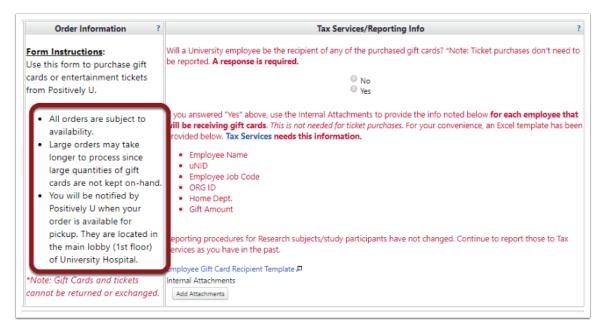


This form is located on the UShop Hospital Shopping Dashboard and is specifically designed to order Gift Cards and event Tickets available at the Positively U Gift Shop.



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.

?	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.
	If you answered "Yes" above, use the Internal Attachments to provide the info noted below for each employee that will be receiving gift cards . <i>This is not needed for ticket purchases</i> . For your convenience, an Excel template has been provided below. Tax Services needs this information .
I.	Employee Name uNID Employee Job Code ORG ID Home Dept. Gift Amount
	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 P Add Attachments

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

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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.

	oduct Description			Unit Price	Quantity	Total
-	Distively U Gift Card/Ticket Purchase Request open form Will a University employee be the recipient of any tickets or gift cards? Commodity Code	No		223.50 USD Update More Actions	1	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 Request Available Actions:												Add and go to Cart G Add to Cart and Return			
Positively U Gift Larg & Licket Purchase Request										Add to Cart Add to Draft Cart or Pending PR/PO					
	Order Information ?	Entertainment Tickets							Ado	Add to PO Revision Add to Favorites					
	 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 	H My 1 - Sept. :	Utah OG Z 30 Prices			<u>د،</u>	N E M			E	Sav Add	re d to new Car	t		
	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	Quantity	Ext. Price		
D	University Hospital.	Adult	13.50	6		Cinemark	8.00			Day Pass	18.50				
	Will a University employee be the	(5/1-9/30 price)				Ticket		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 © Continue Shoppi	2 Item(s) for a total of 18	80.00 USD
Name this cart: 2018-03-29 u0182453 01 Share my cart with others No user groups available. Click here to create shared cart user groups.	Proceed to Checkout or Assig	gn Cart
Have you made changes? Update Empty Cart Create New Cart POSITIVELY U / HOSPITAL GIFT SHOP 🔶 🚺 more info	Perform an action on (0 items selected) 💌 S	elect All
Product Description	Unit Price Quantity	Total 🗌
Positively U Gift Card/Ticket Purchase Request open form Commodity Code	60.00 USD 1 60.00 Update More Actions V	OUSD
Positively U Gift Card/Ticket Purchase Request open form Commodity Code	120.00 USD 1 120.00 Update More Actions V	OUSD
	Supplier subtotal 18	0.00 USD

Complete the order as with any UShop transaction.