

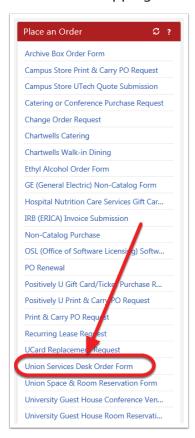
Use this form to purchase entertainment tickets, other passes, or balloons from the Services Desk at the Union.

Please Note:

- All orders are subject to availability.
- Orders are filled one business day after being received by the Union Services Desk.
- Orders can be picked up at the Services Desk, located in the main lobby on the 2nd floor of the A. Ray Olpin Union bldg.
- Orders cannot be delivered.
- All sales are final. No returns or exchanges are permitted.

A. Locate the form

The form is found in the Place an Order section of the Shopping Dashboard. Click on the form to open.



B. Complete the form: Tickets and Passes

For for tickets and passes, simply indicate the quantity for each item ordered.



C. Complete the Form: Balloon Orders

- 1. Call the number provided to place the order. The Services Desk will provide you with a balloon order number.
- 2. Enter the balloon order number and estimated price on the form.
- 3. Enter the pickup date.



D. Ticket Limit Info

Please note the quantity limits for tickets and passes listed at the bottom of the form.

Ticket Limit Info There are limitations on how many tickets/passes can be purchased per department, per day since the Union only stocks a limited number. • Movie ticket limit: 125 movie tickets per day. • Lagoon ticket limit: 20 passes per day • UTA pass limit: 2 passes per day. • If more than the max will need to be purchased, please work directly with the supplier for whom tickets/passes are needed.

E. Add and go to Cart

After all needed items are selected, scroll to the Available Actions dropdown in the upper right corner of the form. Select Add and go to Cart, and click Go.



F. Complete your order as with other UShop transactions.