UCSF Health
Nutrition & Food Services

Gift Card and Gift Certificate Recharge Form

Return completed form to:
Moffitt Meal Accounts
MoffittMealAccounts@ucsf.edu

☐ Employee Recognition (Max $75 each)
☐ Other _____

Department _____ Date_____

Recharge Information

☐ SFCMP Speed Type _____
☐ SFMED MC Cost Center_____

		Enter Quantity		Admin Fee	
Dining Dollars*	$ 5.00		$ -	0%	$ -
FastPay	$ 20.00		$ -	8%	$ -
Amazon	$ 25.00		$ -	12%	$ -
Fandango	$ 25.00		$ -	12%	$ -
Marshalls/TJMaxx/Home Goods	$ 25.00		$ -	12%	$ -
Safeway	$ 25.00		$ -	12%	$ -
Shell Gas	$ 25.00		$ -	12%	$ -
Target	$ 25.00		$ -	12%	$ -
* Gift certificate for Moffitt Café, Shorenstein Family Café and Mount Zion Café				**TOTAL**	**$ -**

Custodian (person responsible for gift card inventory)

I understand my responsibilities under Business & Finance G-41 to keep the cards in a secure location and maintain adequate records to support the valid business use of the cards. I understand that any cards unaccounted for will result in a 1099 Miscellaneous Income tax statement being issued to me.

_____ _____ _____ _____
Custodian Signature | Print Name | Phone Number | Date
Email _____

Approving Authority Signature

I certify that: (1) this request for Gift Cards is for the purpose of University business, and (2) I will ensure that cards obtained will be maintained and distributed in accordance with Business & Finance Bulletin G-41.

_____ _____ _____ _____
Approving Authority Signature | Print Name | Phone Number | Date

The department is responsible for ensuring: (1) Gift cards are kept in a secure location; (2) Compliance with G-41 when making awards; (3) Maintenance of a log of card recipients, the date and amount awarded, and the purpose of the gift. The department is the office of record for gift card inventory and usage for audit purposes.

To comply with G-41, recipients of gift cards must be advised that the card should not be transferred to another employee.

Order is processed at Parnassus. You will be notified by email when order is ready for pick up.
Pick up at Mission Bay and Mount Zion processed in 2 business days.

Select pick up location:

☐ **Parnassus:** Nutrition & Food Services, M-294, 8am-4:30pm, Mon-Fri (closed holidays)
☐ **Mission Bay**: Shorenstein Family Café, 8am-3pm, Mon-Fri
☐ **Mount Zion**: Mount Zion Café, 8am-3pm, Mon-Fri (closed holidays)

Questions? Call Nutrition & Food Services at 415-353-8921 or 415-353-1461.

Return completed form to: **MoffittMealAccounts@ucsf.edu**

Nutrition & Food Services ● 505 Parnassus Ave, M-294 ● Phone: 415-353-1461 ● MoffittMealAccounts@ucsf.edu