

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%	\$ -
Macy's	\$ 25.00		\$ -	12%	\$ -
Safeway	\$ 25.00		\$ -	12%	\$ -
Shell Gas	\$ 25.00		\$ -	12%	\$ -
Target	\$ 25.00		\$ -	12%	\$ -
Walgreen's	\$ 25.00		\$ -	12%	\$ -
TOTAL					\$ -

* Gift certificate for Moffitt Café, Shorenstein Family Café and Mount Zion Café

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.

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